



# NORTHLAND SCHOOL DIVISION NO. 61

## REGULAR BOARD MEETING NO. 18 – 08

### AGENDA

Location: Elizabeth School, Elizabeth Metis Settlement, AB

Date & Time: June 21, 2018 / 9:00 a.m. – 2:30 p.m.

Note: If agenda is ahead of schedule, items will be moved up

Page No.

#### A. CALL TO ORDER (9:00 a.m.)

1. Student Presentation
2. In-Camera (9:05 a.m. – 10:00 a.m.)

#### B. PUBLIC MEETING (10:00 a.m. – 2:30 p.m.)

#### C. GENERAL BUSINESS (10:00 a.m. – 10:05 a.m.)

1. Approval of Agenda
2. Approval of Minutes
  - 2.1 May 24, 2018 .....3
3. Business Arising from Previous Meeting(s)
  - 3.1 Board Action Items ..... 13

#### D. ACTION ITEMS (10:05 a.m. – 10:30 a.m.)

1. Third Quarter Finance Report (T. Rasmuson)..... 15
2. Borrowing Resolution (T. Rasmuson) ..... 25
3. Policy 8, Board Committees (Housekeeping) (T. Rasmuson) ..... 26
4. Policy 9, Board Representatives (Housekeeping) (T. Rasmuson) ..... 34
5. Policy 9, Appendix A – Remove Appendix from Policy (T. Rasmuson) ..... 40
6. Policy 21, Appendix B Elder Guidelines (3<sup>rd</sup> Reading) (T. Rasmuson) ..... 44
7. Policy 19, Appendix B Sexual Orientation and Gender Identity (Housekeeping) (G. Atkinson) ..... 48
8. Student Scholarship and Bursaries (G. Atkinson) ..... 52
9. ASBA Zone 1 Friend of Education Nomination (G. Atkinson) ..... 53

#### E. RECESS (12:00 p.m. – 1:00 p.m.)

1. School Tour 12:35 p.m. – 12:55 p.m.

#### F. REPORTS (10:30 a.m. – 2:00 p.m.)

1. Monitoring Reports (Department) (10:30 a.m. 2:00 p.m. - 20 minutes each)
  - 1.1 Area 3 East Associate Superintendent Report (T. Stensland)..... 10:30 a.m. 57
  - 1.2 FNMI Department Report (L. Cardinal-Roy) ..... 10:50 a.m. 62
  - 1.3 School Food Services Department Report (E. Hunt)..... 11:10 a.m. 69
  - 1.4 Personnel Department Report (W. Oginski) (handout)..... 11:30 a.m. 72
2. Board Chair (1:00 p.m. – 1:15 p.m.) ..... 75
  - 2.2 Trustee Calendar (July & August 2018) ..... 77
  - 2.3 Board Expenses for the period ending May 31, 2018 ..... (included in quarterly report)
  - 2.4 Correspondence
    - 2.4.1 Fort McMurray Public Schools, Letter of Invitation ..... 80
    - 2.4.2 Fort McMurray Reply Letter..... 81
    - 2.4.3 St. Paul Education – Request for Community Engagement Packages..... 82
    - 2.4.4 Letter from the Minister of Education ..... 83
    - 2.4.5 Letter of Congratulations for ASBA President & Vice-President..... 84
3. Superintendent (1:30 p.m. – 1:45 p.m.) ..... 86
  - 2.1 Attendance Update ..... 90
  - 2.2 Correspondence
    - 2.2.1 Letter from Urban Rez..... 94



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**F. REPORTS (10:30 a.m. – 2:00 p.m.)**

4. Association (1:45 p.m. – 2:00 p.m.)
  - 4.1 ASBA & PSBAA SGM (all trustees)

**G. TRUSTEE REPORTS (2:00 p.m. – 2:30 p.m.)**

(Purpose: 2 minutes to share information: for example attendance at school council(s) meeting or representative meeting(s) the trustee has attended)

**H. ADJOURNMENT (2:30 p.m.)**

**\* Reminder to fill out the Board Assessment Survey**



NORTHLAND SCHOOL DIVISION NO. 61  
**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** June 21, 2018  
**SUBMITTED BY:** Melanie Mantai, Executive Secretary  
**SUBJECT:** Approval of Minutes – May 24, 2018  
**ORIGINATOR:** Board of Trustees  
**REFERENCE(S) &** Policy 7 Board Governance and Operations  
**ATTACHMENTS:** May 24, 2018 Minutes

**RECOMMENDATION:**  
**THAT the Board of Trustees approve the minutes of May 24, 2018 as presented.**

\*\*\*\*\*

**BACKGROUND:**  
This is a requirement as per Policy 7 Board Governance and Operations section 8.

**RISK ANALYSIS:**

MINUTES OF THE NORTHLAND SCHOOL DIVISION  
NO. 61 BOARD OF TRUSTEES REGULAR MEETING  
ON MAY 24, 2018 AT ST. THERESA SCHOOL IN  
WABASCA, AB.

MEMBERSHIP		
✓	Maddy Daniels	• Chair Ward 1 (via teleconference)
✓	Cathy Wanyandie	• Trustee Ward 2
✓	Randy Anderson	• Vice-Chair Ward 3
x	Jesse Lamouche	• Trustee Ward 4
✓	Louis Cardinal	• Trustee Ward 5
✓	Silas Yellowknee	• Trustee Ward 6
✓	Robin Guild	• Trustee Ward 7
✓	Loretta Gladue	• Trustee Ward 8
✓	Rubi Sakeskanip	• Trustee Ward 9 (via teleconference)
✓	Jules Nokohoo	• Trustee Ward 10
✓	Karen Telford	• Trustee Ward 11
✓	Lois Byers	• Board Advisor
✓	Gord Atkinson	• Superintendent of Schools
✓	Wes Oginski	• Associate Superintendent of Human Resources
✓	Trudy Rasmuson	• Secretary-Treasurer
✓	Curtis Walty	• Communications Coordinator
✓	Krystal Potts	• Executive Assistant
✓	Melanie Mantai	• Executive Secretary – Finance

CALL TO ORDER

Vice-Chair Anderson called the meeting to order at 12:40 p.m. Vice-Chair Anderson acted as Chair for the meeting.

Chair Daniels and Trustee Sakeskanip joined the meeting via teleconference.

IN CAMERA SESSION

24615/18 Trustee Guild moved that the meeting go in camera at 12:40 p.m.

10-0  
CARRIED

REGULAR SESSION

24616/18 Trustee Gladue moved that the meeting revert to regular session at 1:51 p.m.

10-0  
CARRIED

While in camera the board discussed land, staffing and legal issues.

- RECESS** The meeting recessed at 1:52 p.m.  
The meeting reconvened at 2:00 p.m.
- CULTURAL REFLECTION** Trustee Yellowknee gave the opening cultural reflection.
- Vice-Chair Anderson, acknowledged that the meeting was being held on Treaty 8 land and the contribution of the Metis people.
- ADOPT AGENDA** 24617/18 Trustee Yellowknee moved that the Board of Trustees adopt the agenda as amended:
- Add items:  
D.8. Northern Gateway Boundary Change  
D.9. Summer Leadership Academy/  
D.10 CSBA Conference in Halifax  
D.11 Moving the Location of the August 2018 Board Meeting  
D.12 Board Organizational Meeting  
D.13 Electrical Contract  
D.14 Collective Agreement Ratification  
D.15 Board Retreat/Workshop  
D.16 Board Evaluations  
D.17 Bigstone Education Authority Reciprocal Tuition Agreement  
F.2.2.6 – Apology from Premier Notley
- 10-0  
CARRIED
- MINUTES APRIL 20, 2018** 24618/18 Trustee Yellowknee moved that the Board of Trustees approve the April 20, 2018 minutes as presented.
- 10-0  
CARRIED
- OLD BUSINESS – BOARD ACTION ITEMS** 24619/18 Trustee Telford moved that the Board of Trustees receive as information the action taken by administration with respect to directives given by the Board.
- 10-0  
CARRIED

EDUCATION  
QUARTERLY  
REPORT

24620/18 Trustee Guild moved that the Board of Trustees receive as information the Education Quarterly Report, as presented and attached.

10-0  
CARRIED

POLICY 20  
HOUSING

This item was moved up because of timing.

24621/18 Trustee Nokohoo moved that the Board of Trustees approve the housekeeping change to Policy 20 Housing, as amended.

Adding in after identified 'by the board as requiring such services'.

10-0  
CARRIED

DR. MARY  
JACKSON SCHOOL  
CLOSURE

After much deliberation amongst trustees, the following motion was made.

24622/18 Chair Daniels moved that the Board of Trustees approve the closure of the instructional program, grades K-12 at Dr. Mary Jackson School, effective August 31, 2018 as per Section 58 of the *School Act*.

10-0  
CARRIED

Chair Daniels - 1  
Trustee Wanyandie - 1  
Vice-Chair Anderson -  
Trustee Cardinal - 1  
Trustee Guild - 1  
Trustee Yellowknee - 1  
Trustee Gladue - 1  
Trustee Sakeskanip - 1  
Trustee Nokohoo - 1  
Trustee Telford - 1

After careful thought and deliberation, this decision was made in the best interest of all students at Northland School Division.

STUDENT  
SCHOLARSHIPS  
AND BURSARIES  
ADHOC  
COMMITTEE

24623/18 Chair Daniels moved that the Board of Trustees approve forming an Adhoc Committee for Student Scholarships and Bursaries with membership from the Board of Trustees and Administration with Trustee Sakeskanip as the Board Representative.

10-0  
CARRIED

2018-2019 SPRING  
BUDGET

24624/18 Trustee Yellowknee moved that the Board of Trustees approve the 2018-2019 Spring Budget, as attached.

10-0  
CARRIED

RECESS

The meeting recessed at 3:14 p.m.  
The meeting reconvened at 3:21 p.m.

POLICY 21  
APPENDIX B ELDER  
GUIDELINES

24625/18 Trustee Nokohoo moved that the Board of Trustees approve second reading to Policy 21, Appendix B Elder Guidelines, as amended and attached.

10-0  
CARRIED

MONITORING  
REPORTS –  
TRANSPORTATION  
DEPARTMENT

Transportation Manager, Susanne Jones joined the meeting and presented the Transportation Department Report to the Board.

Trustee Wanyandie left the meeting at 3:55 p.m.

24626/18 Trustee Daniels moved that the Board of Trustees receive as information Transportation Department Report, as presented and attached.

9-0  
CARRIED

Trustee Wanyandie rejoined the meeting at 4:03 p.m.

**MONITORING  
REPORTS - AREA 1  
WEST ASSOCIATE  
SUPERINTENDENT  
REPORT**

Associate Superintendent Willier presented her Area 1 Report to the Board. Willier is responsible for the following schools in area 1: Bishop Routhier, Dr. Mary Jackson, Gift Lake, Grouard, Hillview, Kateri, Little Buffalo, Paddle Prairie, Peerless Lake and Susa Creek.

- 24627/18 Trustee Yellowknee moved that the Board of Trustees receive as information the Area 1 West Associate Superintendent Report, as presented and attached.

10-0  
CARRIED

**COMBINING OF  
WARDS 6 & 7**

- 24628/18 Trustee Guild moved that the Board of Trustees receive as information the information provided by Alberta Education on combining Wards 6 & 7 and direct administration to begin the process to seek Ministerial approval to combine Wards 6 & 7 having one ward with 2 trustees and not to not to change legislation.

10-0  
CARRIED

Trustee Gladue left the meeting at 4:32 p.m.  
Trustee Sakeskanip left the meeting at 4:35 p.m. to attend a graduation ceremony.

**NORTHERN  
GATEWAY  
BOUNDARY  
CHANGE**

- 24629/18 Chair Daniels moved that the Board of Trustees approve the request from Northern Gateway Public Schools to transfer the following lands for school purposes from Northland School Division to Northern Gateway Public Schools, subject to Minister approval.

TWP 58/RGE 14, 15, 16, 17  
TWP 59/RGE 14, 15, 16, 17  
TWP 60/RGE 14, remainder of 10, 15, 16, 17  
TWP 61/RGE 11, remainder of 10, 12, 13, 14, 15, 16, 17

TWP 62/RGE 11, 12, 13, 14, 15, 16, 17  
TWP 63/RGE 17  
TWP 64/RGE 17  
Part of TWP 59/RGE 10

8-0  
CARRIED



Trustee Gladue rejoined the meeting at 4:37 p.m.

CSBA  
CONFERENCE IN  
HALIFAX

24630/18 Trustee Gladue moved that the Board of Trustees approve of sending Trustees Wanyandie, Gladue and Nokohoo to the CSBA Conference from July 4 – 9, 2018 in Halifax, NS.

8-1  
CARRIED

ASBA SUMMER  
LEADERSHIP  
ACADEMY

24631/18 Trustee Cardinal moved that the Board of Trustees may attend the ASBA Summer Leadership Academy from August 24 – 25, 2018 in Canmore, AB.

9-0  
CARRIED

MOVING THE  
LOCATION OF THE  
AUGUST 2018  
BOARD MEETING

24632/18 Trustee Gladue moved that the Board of Trustees approve moving the location of the August 23, 2018 Corporate Board meeting from Grouard to Edmonton.

9-0  
CARRIED

BOARD  
ORGANIZATIONAL  
MEETING

24633/18 Chair Daniels moved that the Board of Trustees approve of holding the Board Organization Meeting on June 21, 2018 and will hold the Organizational meeting in June for the two (2) years following.

9-0  
CARRIED

ELECTRICAL  
CONTRACT

Secretary-Treasurer, Rasmuson informed the Board that this new electrical contract will save the Division 17% on the electrical costs.

24634/18 Trustee Yellowknee moved that the Board of Trustees approve the new five (5) year electricity contract offered by Direct Energy as negotiated by the CPC Management Committee.

9-0  
CARRIED

CARRIED

COLLECTIVE  
AGREEMENT  
RATIFICATION

24635/18 Trustee Guild moved that the Board of Trustees ratify the Memorandum of Agreement dated June 15, 2017 with the exceptions of clause 7.12 and 7.1.3.

8-1  
CARRIED

BOARD RETREAT/  
WORKSHOP

24636/18 Chair Daniels moved that the Board of Trustees approve holding a Board Retreat/Workshop in July or August and direct administration to arrange the details.

9-0  
CARRIED

JUNE BOARD  
EVALUATIONS

24637/18 Chair Daniels moved that the Board of Trustees will hold their annual June Board Evaluation on June 23, 2018 with Terry Gunderson, ASBA Education Consultant in Cold Lake, AB.

9-0  
CARRIED

BIGSTONE  
EDUCATION  
AUTHORITY  
RECIPROCAL  
TUITION  
AGREEMENT

24638/18 Chair Daniels moved that the Board of Trustees extend the Reciprocal Tuition Agreement with Bigstone Education Authority for one year ending August 31, 2019.

9-0  
CARRIED

BOARD CHAIR  
REPORT

Chair Daniels presented her report to the Board as information.

24639/18 Trustee Yellowknee moved that the Board of Trustees accept as information the Board Chair Report as presented and attached.

9-0  
CARRIED

**SUPERINTENDENT'S  
REPORT**

Superintendent Atkinson presented his report to the Board as information.

Trustee Guild left the meeting at 5:10 p.m.

24640/18 Trustee Yellowknee moved that the Board of Trustees accept as information the Superintendent's Report as presented and attached.

8-0  
CARRIED

**ASSOCIATION  
REPORTS**

Trustee Wanyandie provided a verbal report on the ASBA Zone 1 meeting she attended with Chair Daniels on May 9, 2018 in Grande Prairie.

**TRUSTEE REPORTS**

Trustees shared verbal reports on the each of the events and meetings that they attended in their respective wards.

Chair Daniels reported on the School Council meeting she attended.

Trustee Wanyandie reported on events going on in her ward.

Vice-Chair Anderson reported on the School Council meeting that he will be attending in Gift Lake.

Trustee Cardinal discussed events going on in his ward.

Trustee Yellowknee reported on the Mistassiniy Modernization Ceremony that he attended.

Trustee Gladue discusses that the School Council is still being formed.

Trustee Sakeskanip reported on the events going on in her ward.

Trustee Nokohoo reported on the school council meeting he attended at Bill Woodward School and events that are going on in his ward.

Trustee Telford reported on the Elizabeth School Council meeting, the Elizabeth Council, principal interviews and other events going on in her ward.

Trustee Gladue reported on events going on in her ward.

ADJOURN

24641/18 Trustee Gladue moved that the Board of Trustees declare the meeting adjourned at

8-0

CARRIED

CLOSING CULTURAL  
REFLECTION

Trustee Yellowknee gave the closing cultural reflection.

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Maddy Daniels, Board Chair

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Trudy Rasmuson, Secretary-Treasurer

Recording Secretary: Melanie Mantai, Executive Secretary Finance



NORTHLAND SCHOOL DIVISION NO. 61  
**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** June 21, 2018  
**SUBMITTED BY:** Gord Atkinson, Superintendent of Schools  
**SUBJECT:** Board Action Items  
**ORIGINATOR:** Board of Trustees  
**REFERENCE(S) &** Board Action Items  
**ATTACHMENTS:** Policy 7 – Board Governance and Operations

**RECOMMENDATION:**  
**THAT the Board of Trustees receive as information the action taken by administration with respect to directives given by the Board.**

\*\*\*\*\*

**BACKGROUND:**  
Policy 7 – Board Governance and Operations clause 8.4.3 – The Superintendent shall ensure all motions are tracked and business arising is completed and reported to the Board.

**RISK ANALYSIS:**

Meeting	Date of Meeting	Assigned To	Agenda Item	Task	Due Date	Status	Action
Board	5/24/2018	Trudy	Combining of Wards 6 & 7.	Administration to begin the process of seeking Ministerial approval to combine Wards 6 & 7, which would have one ward with 2 trustees and not to change legislation.	5/1/2021	In Progress	
Board	5/24/2018	Melanie	Student Scholarships and Bursaries Adhoc Committee	Add this item to the Board Committees for the June Organizational Meeting.	6/21/2018	Complete	
Board	10/12/2017	Gord/ Trudy	Bigstone Education Authority - MOU	Administration to engage with other First Nation Education Authorities where Northland School Division students attend, with regard to entering into the same revenue based allocation model as Bigstone Education Authority, for the 2017-2018 school year.	5/24/2018 11/30/2017	Standing Item	<b>The Board agreed to extend the current MOU for the reciprocal tuition agreement with Bigstone Education Authority to Aug 31/19.</b>



NORTHLAND SCHOOL DIVISION NO. 61

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** June 21, 2018

**SUBMITTED BY:** Trudy Rasmuson, Secretary-Treasurer

**SUBJECT:** Unaudited Financial Report for September 1, 2017 to May 31, 2018

**ORIGINATOR:** Board Work Plan

**REFERENCE(S) & ATTACHMENTS:** Policy 2, Appendix A Board Work Plan  
Q2 Financial Update 2017/2018

**RECOMMENDATION:**

**THAT the Board of Trustees approve the Third Quarter Financial Statement for 2017-2018, as attached.**

\*\*\*\*\*

**BACKGROUND:**

Policy 2 – Role of the Board, Section 5, Fiscal Accountability, establishes that the Board of Trustees will monitor the fiscal management of the Division through receipt of, at minimum, quarterly variance analyses.

**CURRENT SITUATION/KEY POINTS**

Financial Services and prepared an Unaudited Financial Report for the nine-month period ending May 31, 2018. This report does not include actual results for School Generated Funds.

Revenues exceeded expenses, resulting in a \$4.121 million operating surplus.

Operations revenue was \$1.7 million higher than year-to-date budget primarily due to a timing issue in receiving payments.

Operations expenses were \$1.9 million lower than year-to-date budget, due to some areas of the budget being over budget – Maintenance (due to capital items being included in operations), Transportation (12 months of expenses in ten months), and housing over budget due to increase maintenance expenses. This is offset by the \$4 million unspent in the Five-Year Investment Grant. The expenses in the grant will be examined over the next several weeks, to ensure that all expenses have been captured.



# NORTHLAND SCHOOL DIVISION NO. 61

**Third  
Quarter  
Report**

**2017/2018**

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This document includes the Financial Statements of Northland School Division No. 61 for the period September 1, 2017 to May 31, 2018 and variance notes to these statements.

This information has not been audited.

**Report to the  
Board of Trustees**  
June 21., 2018



**NORTHLAND SCHOOL DIVISION NO. 61**  
**STATEMENT OF REVENUES AND EXPENSES**  
**For The 9 Month Period Ended May 31, 2018**

	Annual Budget		Year To Date		
	Spring Budget	Fall Budget	Fall Budget	Actual	Variance Favorable/ (Unfavorable)
<b>REVENUES</b>					
Government of Alberta					
Alberta Education	\$ 41,743,108	\$ 43,742,232	\$ 32,806,674	\$ 33,972,498	\$ 1,165,824 <sup>1</sup>
Federal Revenue	21,495,421	22,407,682	16,805,762	17,633,669	\$ 827,908 <sup>1</sup>
Other Sales and Services	5,090,607	4,360,798	3,270,599	3,324,994	\$ 54,396
Investment Income	60,000	60,000	45,000	144,344	\$ 99,344
Gifts, Donations and Rentals	680,000	1,136,412	852,309	761,679	\$ (90,630)
Fundraising	450,000	450,000	337,500		\$ (337,500) <sup>2</sup>
	<u>\$ 69,519,136</u>	<u>\$ 72,157,124</u>	<u>\$ 54,117,843</u>	<u>\$ 55,837,184</u>	<u>\$ 1,719,341</u>
<b>EXPENSES BY OBJECT</b>					
Certificated Salaries and Benefits	\$ 22,856,396	\$ 23,711,366	\$ 17,783,525	\$ 18,777,051	\$ (993,527) <sup>3</sup>
Uncertificated Salaries and Benefits	16,941,407	17,614,143	13,210,607	14,383,176	\$ (1,172,569) <sup>4</sup>
Services, Contracts and Supplies	25,055,378	25,238,791	18,929,093	15,219,690	\$ 3,709,403 <sup>5</sup>
Capital & Debt Services	4,589,743	4,589,743	3,442,307	3,335,467	\$ 106,840
Fundraising	450,000	450,000	337,500	0	\$ 337,500 <sup>6</sup>
	<u>\$ 69,892,924</u>	<u>\$ 71,604,043</u>	<u>\$ 53,703,032</u>	<u>\$ 51,715,384</u>	
<b>OPERATING SURPLUS/(DEFICIT)</b>	<u>\$ (373,788)</u>	<u>\$ 553,081</u>	<u>\$ 414,811</u>	<u>\$ 4,121,800</u>	<u>\$ 1,987,648</u>
<b>EXPENSES BY PROGRAM</b>					
Instruction	\$ 46,245,821	\$ 47,828,095	\$ 35,871,071	\$ 32,185,253	\$ 3,685,818 <sup>7</sup>
Plant Operations and Maintenance	10,676,797	11,128,477	\$ 8,346,358	\$ 9,288,256	\$ (941,898) <sup>8</sup>
Transportation	3,706,060	3,641,813	\$ 2,731,360	\$ 3,216,233	\$ (484,873) <sup>9</sup>
Board and System Administration	4,008,945	3,759,739	\$ 2,819,804	\$ 2,720,983	\$ 98,821
External Services	5,255,301	5,245,919	\$ 3,934,439	\$ 4,304,659	\$ (370,220) <sup>10</sup>
	<u>\$ 69,892,924</u>	<u>\$ 71,604,043</u>	<u>\$ 53,703,032</u>	<u>\$ 51,715,384</u>	<u>\$ 1,987,648</u>
<b>TOTAL</b>					

## Revenue

- 1 Basically a timing issue - receiving a bit more than budgeted every quarter. Should level out in the next quarter.
- 2 Fundraising will be posted at year-end.
- 3 There are two factors for this being over budget:  
Increase in the unit cost of \$1,500 per teacher, for a total of \$270,000  
Substitute and contract teacher costs of about \$580,500  
Benefit increase of 0.5% (which calculates to about \$90,000)
- 4 There are two factors for this being over budget:  
Summer Savings Program (deductions made from support staff wages over ten months to provide income over 12 months) \$765,000  
Substitute costs of \$400,000
- 5 The bulk of this unspent money is from the Five-Year Investment Grant.
- 6 Fundraising will be posted at year-end.
- 7 The bulk of this unspent money is from the Five-Year Investment Grant.
- 8 The majority of the overage is due to funds included in operations, and will be moved to capital in the next quarter.
- 9 This overage will run out over the next quarter, as there are fewer expenses over the summer months, and expenses are higher over the first ten months, as wages are expensed over 10 months, but paid over 12.
- 10 See External Services statement

**NORTHLAND SCHOOL DIVISION NO. 61**  
**Statement of Expenses by Decision Unit**  
**For The 9 Month Period Ended May 31, 2018**

	Annual Fall Budget	Year To Date			% Change
		Fall Budget	Actual	Variance Favorable/ (Unfavorable)	
<b>Schools</b>	\$ 28,076,212	\$ 21,057,159	\$ 21,671,810	\$ (614,651)	-2.92%
<b>Governance</b>					
Corporate Board	521,750	391,313	\$ 409,032	(17,720)	-4.53% 1
<b>Education Executive</b>					
Superintendent	750,326	562,745	537,918	24,827	4.41%
Public Relations	163,447	122,585	130,880	(8,295)	-6.77%
Superintendent Office & PR	\$ 913,773	\$ 685,330	\$ 668,798	\$ 16,532	2.41%
<b>Instructional Services-Central</b>					
Area Superintendents	\$ 745,824	\$ 559,368	\$ 510,772	48,596	8.69%
CTS Mobile	98,912	74,184	41,728	32,456	43.75% 2
First Nations, Metis and Inuit	2,233,045	1,674,784	691,072	983,712	58.74% 3
Literacy	370,970	278,228	255,182	23,046	8.28%
Occupational Health and Safety	143,701	107,776	115,006	(7,230)	-6.71%
Pedagogical	1,024,578	768,434	637,738	130,696	17.01% 4
System Computers	2,038,231	1,528,673	1,278,266	250,407	16.38% 5
Testing and Achievement	3,824,081	2,868,061	2,193,313	674,748	23.53% 6
	\$ 10,479,342	\$ 7,300,139	\$ 5,723,077	\$ 2,087,834	28.60%
<b>Instructional Services-Schools</b>	9,374,127	\$ 7,030,595	4,790,364	2,240,231	31.86% 7
<b>Human Resources</b>	613,453	\$ 460,090	468,812	(8,722)	-1.90%
<b>Business Services</b>	1,616,264	\$ 1,212,198	1,174,341	37,857	3.12%
<b>Facility Services</b>	11,128,477	\$ 8,346,358	9,288,256	(941,898)	-11.29% 8
<b>Student Transportation</b>	3,641,813	\$ 2,731,360	3,216,233	(484,873)	-17.75% 9
<b>External Services</b>	5,245,919	\$ 3,934,439	4,304,659	(370,220)	-9.41%
	<u>\$ 71,611,130</u>	<u>\$ 53,148,980</u>	<u>\$ 51,715,382</u>	<u>\$ 1,433,598</u>	<u>2.70%</u>

**Notes:**

**General note:** There has been a change in how some support staff salaries are calculated. Some support staff (eg: educational assistants, bus drivers) work ten months, but are paid over 12 months. The calculation used to be: 10 months salary, divide by 12, pay over 12 months, taking deductions like CPP, EI and income tax on a monthly basis. However, there was a change to how the LAPP pension contributions were required to be submitted - over 10 months, instead of 12. So, the division is paying the 10-month support staff over ten months, but withholding some money from each paycheque to be able to pay the staff during the summer. So, instead of the salary expense being expensed over 12 months, it is being expensed over ten months, which will affect the quarterly YTD figures, by overstating the salary expense to some of the support staff, and understating the expense the final quarter. It's like a forced savings account for the summer months.

1 See Corporate Board Expense worksheet

2 The CTS mobile is not as mobile as it has been in other years. The area associate superintendent expects that all the money will be spent with the exception of \$25,000, which she plans on carrying over to the following year.

3 The unspent money relates to:

**Five-Year Grant Investment:**

- Land Based Learning \$375,000 (no expenses to date)
- KTC BCCE grant \$170,000 (to be passed onto KTC)
- Bigstone BCCE grant \$151,000 (to be spent on a grad coach over the next two years)
- ATC BCCE grant \$240,000 still to be spent on the project.

4 There is one pedagogical supervisor position (plus travel) that remains unfilled.

5 System Computers had \$357,872 budgeted for three IT coach positions that still remain unfilled. The three positions have been reduced to one in the June budget, and the position was moved to the Pedagogical department. The IT manager expects to have a surplus at year-end of \$357,000, the amount of the unfilled positions.

6 The hiring for the \$850,000 Wellness Workers has begun, with only two workers hired. The department expects to finish the year with a \$650,000 surplus, the amount of the Wellness Workers not yet hired.

7 The unspent money relates to:

**Five-Year Grant Investment:**

- PD for educational assistants - \$112,500
- PD for Community Based Education - \$187,500
- Leadership Development - \$150,000
- Principals Meetings - \$135,000
- School Councils - \$112,500
- PTR adjustments - \$75,000

**Regular operating:**

- Boarding Home allowances - \$50,000
- Orientation (to be spent in August) - \$75,000
- Professional Fees - \$50,000
- Teacher Retirement fund (not expensed) - \$300,000
- Special Approvals - \$226,000
- Sub costs (expensed in the schools) - \$600,000

8 Facilities department will be making the following adjustments at year-end:

- Expense recovery from SFS and Housing - \$203,000
- Paddle Prairie CTS shop expenses to capital - \$28,000
- Energy Retrofit project at ADCS and Anzac expenses to capital - \$265,000
- Renovation expenses at ADCS and Ft. Chipewyan to be expensed against Federal grant (unbudgeted) - \$153,000

**Additional unbudgeted expense:**

- Professional services for the Energy Retrofit project - \$130,000

This department generally runs over budget - it has been communicated that it must stay within budget this year, as any surpluses earned this year will be used for operating in the next school year.

9 Transportation is about \$500,000 over budget, with about \$100,000 being attributed to the Summer Savings Program (see top of this page for details). The other \$400,000 will "run out" over the summer, as the department has significantly fewer expenses during July and August. The department manager has run projections, and she reports that the department should be within budget by year-end.

**TRUSTEE EXPENSE SUMMARY  
AS OF MAY 31, 2018**

	YTD	BUDGET	BUDGET REMAINING	% SPENT
<b>Board Expenses</b>				
Trustee Remuneration	\$135,345.50	\$108,000.00	-\$27,345.50	125.32%
Trustee Employee Benefits	\$27,465.67	\$36,000.00	\$8,534.33	76.29%
In-service Board of Trustees	\$1,424.99	\$60,000.00	\$58,575.01	2.37%
Legal Fees	\$1,136.20	\$25,000.00	\$23,863.80	4.54%
Professional Services	\$28,809.82	\$60,000.00	\$31,190.18	48.02%
Advertising	\$0.00	\$3,000.00	\$3,000.00	0.00%
ASBA/PSBA Fees	\$34,212.51	\$38,000.00	\$3,787.49	90.03%
Office Supplies	\$2,139.70	\$5,000.00	\$2,860.30	42.79%
Printing and Binding	\$3,066.61	\$3,500.00	\$433.39	87.62%
Postage	\$364.11	\$4,000.00	\$3,635.89	9.10%
Travel and Subsistence - Trustees	\$137,086.52	\$40,000.00	-\$97,086.52	342.72%
Insurance (liability)	\$171.65	\$250.00	\$78.35	68.66%
Telephone	\$2,993.40	\$3,000.00	\$6.60	99.78%
Awards	\$18,072.39	\$25,000.00	\$6,927.61	72.29%
Furniture and Equipment	\$0.00	\$1,000.00	\$1,000.00	0.00%
	<u>\$392,289.07</u>	<u>\$411,750.00</u>	<u>\$19,460.93</u>	<u>95.27%</u>
<b>Board Committees</b>				
Travel and Subsistence - Personnel	\$393.26	\$1,000.00	\$647.24	39.33%
NSD Engagement	\$0.00	\$29,000.00	\$29,000.00	0.00%
	<u>\$393.26</u>	<u>\$30,000.00</u>	<u>\$29,647.24</u>	<u>1.31%</u>
<b>TOTALS</b>	<b>\$392,682.33</b>	<b>\$441,750.00</b>	<b>\$49,108.17</b>	<b>88.89%</b>
<b>TO BE EXPENSED:</b>				
Travel and Board meeting expenses	\$20,000.00			
<b>TOTALS</b>	<b>\$412,682.33</b>	<b>\$441,750.00</b>	<b>\$29,067.67</b>	<b>93.42%</b>
<b>PROFESSIONAL DEVELOPMENT</b>				
CSBA (Halifax in July) 11	\$17,379.96	net ASBA request		
PSBAA/ASBA (June in Edmonton)	\$41,580.00			
<b>BOARD MEETINGS</b>				
One remaining @ \$20,000/meeting	<u>\$20,000.00</u>			
<b>TOTALS</b>	<b>\$491,642.29</b>	<b>\$441,750.00</b>	<b>-\$49,892.29</b>	<b>111.29%</b>

**NORTHLAND SCHOOL DIVISION NO. 61**  
**Statement of Income and Expenses for External Services**  
**For The 9 Month Period Ended May 31, 2018**

	Annual Fall Budget	Year To Date			
		Fall Budget	Actual	Variance Favorable/ (Unfavorable)	% Change
<b>External Services</b>					
Alberta Mental Health Project Revenue	\$ 880,648	\$ 660,486	\$ 295,704	\$ (364,782)	-55.23%
Alberta Mental Health Project Expenses					
Salaries and Benefits	\$ 491,978	\$ 368,984	\$ 267,992	\$ 100,992	27.37%
Services, Contracts and Supplies	\$ 462,638	\$ 348,979	\$ 23,143	\$ 323,836	93.33%
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>\$ (73,968)</b>	<b>\$ (55,476)</b>	<b>\$ 4,569</b>	<b>\$ 60,045</b>	
School Food Services Revenue	\$ 3,903,057	\$ 2,927,293	\$ 2,429,350	\$ (497,943)	-17.01%
School Food Services Expenses					
Salaries and Benefits	\$ 1,417,734	\$ 1,063,301	\$ 1,269,246	\$ (205,946)	-19.37%
Services, Contracts and Supplies	\$ 2,040,756	\$ 1,530,567	\$ 1,555,660	\$ (25,093)	-1.64%
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>\$ 444,567</b>	<b>\$ 333,425</b>	<b>\$ (395,556)</b>	<b>\$ (266,904)</b>	<b>-80.05%</b>
Housing Revenue	\$ 812,970	\$ 609,728	\$ 896,359	\$ 286,632	47.01%
Housing Expenses					
Salaries and Benefits	\$ 104,690	\$ 78,518	\$ 163,930	\$ (85,413)	-108.78%
Services, Contracts and Supplies	\$ 1,052,586	\$ 789,440	\$ 1,024,688	\$ (235,249)	-29.80%
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>\$ (344,306)</b>	<b>\$ (258,230)</b>	<b>\$ (292,259)</b>	<b>\$ (34,030)</b>	<b>13.18%</b>

**Notes:**

Alberta Mental Health Project is a project in which we recover the expenses incurred in the program. If the money is not spent, it is not recovered as income. The difference between the income and expenses is a result of the timing of the revenue and expenses - the expense are incurred, then the invoice for those expenses is issued. So, the invoicing for the services is usually behind the payment for the expenses.

School Food Services has budgeted historically for a deficit of around \$200,000. The revenue is slightly behind schedule, and all the expenses, with the exception of depreciation and wages, are paid over 10 months, which will cause the expenses to be higher than that quarter, until year-end. \$72,000 of the deficit is a result of the Summer Savings Program.

Housing is showing a deficit of \$292,259. There are several reasons for this - the original budget did not have two full-time employees hired in the department. The foreman was hired to begin the renovation project - which has started, but no capital revenue has been received. When the division receives the housing revenue for renovations, the foreman position expense will be expensed against the project revenue, instead of housing operations.

**NORTHLAND SCHOOL DIVISION NO. 61**  
**Statement of Income and Expenses for Housing**  
**For The 9 Month Period Ended May 31, 2018**

	Annual Fall Budget	Year To Date				% Change
		Fall Budget	Actual	Variance Favorable/ (Unfavorable)		
<b>REVENUE</b>						
Rent	\$ 689,620	\$ 517,215	\$ 661,944	\$ 144,729	27.98%	1
Supported Amortization	\$ 154,000	\$ 115,500	\$ 234,415	\$ 118,915	102.96%	
<b>TOTAL REVENUE</b>	<b>\$ 843,620</b>	<b>\$ 632,715</b>	<b>\$ 896,359</b>	<b>\$ 263,644</b>	<b>41.67%</b>	
<b>EXPENSES</b>						
Salaries and Benefits	\$ 150,620	\$ 112,965	\$ 163,406	\$ (50,441)	-44.65%	2
Casual Labour	\$ -	\$ -	\$ 524	\$ (524)	-100.00%	
In-service/educations			\$ 1,280	\$ (1,280)	-100.00%	
Legal Services	\$ 4,000	\$ 3,000	\$ 1,229	\$ 1,771	59.03%	
Professional Services	\$ 3,000	\$ 2,250	\$ 495	\$ 1,755	78.00%	
Advertising	\$ 900	\$ 675	\$ 6,869	\$ (6,194)	-917.63%	3
Office Supplies	\$ 600	\$ 450	\$ 354	\$ 96	21.33%	
Printing and Binding	\$ 300	\$ 225	\$ 163	\$ 62	27.56%	
Postage	\$ 200	\$ 150	\$ -	\$ 150	100.00%	
Travel and Subsistence	\$ 5,600	\$ 4,200	\$ 5,535	\$ (1,335)	-31.79%	
Insurance	\$ 77,110	\$ 57,833	\$ 82,752	\$ (24,920)	-43.09%	4
Repair and Maintenance	\$ 10,100	\$ 7,575	\$ 245,293	\$ (237,718)	-3138.19%	5
Furniture and Equipment R&M	\$ -	\$ -	\$ -	\$ -		
Electricity	\$ 56,625	\$ 42,469	\$ 42,055	\$ 414	0.97%	
Sewer	\$ 15,512	\$ 11,634	\$ 10,512	\$ 1,122	9.64%	
Water	\$ 34,900	\$ 26,175	\$ 23,154	\$ 3,021	11.54%	
Propane/Gas	\$ 146,300	\$ 109,725	\$ 133,979	\$ (24,254)	-22.10%	6
Rent - Other properties	\$ 30,500	\$ 22,875	\$ 47,097	\$ (24,222)	-105.89%	7
Copier	\$ -	\$ -	\$ -	\$ -		
Telephone - Houses	\$ 500	\$ 375	\$ 2,039	\$ (1,664)	-443.73%	8
Taxes	\$ 62,811	\$ 47,108	\$ 29,513	\$ 17,595	37.35%	9
Vehicle and small tools	\$ 1,000	\$ 750	\$ 3,032	\$ (2,282)	-304.32%	
Software	\$ -	\$ -	\$ -	\$ -		
Furniture and Equipment	\$ -	\$ -	\$ 37,137	\$ (37,137)	-100.00%	10
VISA purchases			\$ 4,428	\$ (4,428)	-100.00%	
Interest	\$ -	\$ -	\$ -	\$ -		
Unsupported Depreciation	\$ 90,430	\$ 67,823	\$ 62,660	\$ 5,163	7.61%	
Supported Depreciation	\$ 506,262	\$ 379,697	\$ 285,104	\$ 94,593	24.91%	
<b>TOTAL EXPENSES</b>	<b>\$ 1,197,270</b>	<b>\$ 897,953</b>	<b>\$ 1,188,610</b>	<b>\$ (290,658)</b>		
Net surplus (deficit)	\$ (353,650)	\$ (265,238)	\$ (292,251)			
Net surplus (deficit) cash basis			\$ (178,902)			

**Notes:**

General note: Housing will probably close the year over budget, due to the repairs required to keep the units functioning, as there was little budgeted for repairs (see note #5). In addition, there will be less rent over the summer, as teachers leave, and new teachers don't usually move in until the fall. As well, two of the units have mold, and partial repair quotes have been \$20,000 per unit to remediate the mold, and we are expecting a similar amount to repair the units after the mold has been removed.

- 1 Rent, so far, is higher than budgeted. The budget was set earlier in the year, after the teachers were hired for the year. Since school started, additional teachers have been hired that require housing. As well, several units have been furnished, and they have a higher monthly rental fee.
- 2 Salaries are higher than budgeted, but to date, the cost has been for the Housing Construction Foreman, whose salary will be expensed against the housing grant money that will either be part of the Five-year Investment Plan or part of additional grant money that will be separate from the investment fund. The amount of the housing money is expected to be about \$6 million - the amount to implement the housing plan over five years.
- 3 This represents the cost of welcoming baskets (mugs, etc.) for new tenants.
- 4 The insurance invoice is paid once a year (in the fall), and this amount is for the entire year. The cost for housing insurance has been steadily increasing, due to general increases, not due to the company's experience with NSD.
- 5 There was little budgeted for R&M, as the budget for housing is expected to be as balanced as possible, and it is one of the discretionary items that can be reduced, if necessary. Unfortunately, there is need for repairs, and in this case, the repairs were over budget. As soon as there is information regarding any additional housing funding, the budget will be updated.
- 6 Propane costs are higher during the winter months - this budget shortfall will "run off" during the warmer months.
- 7 This is money paid to Schroeder Oilfield, for rent subsidies on the units, empty units, and rent on the land that the five "emergency" mobile homes are on.
- 8 The over-budget amount represents the additional cost of an additional cell phone and wireless internet for the residences housing substitute teachers.
- 9 Taxes are paid in June, so this amount will be used up by year-end.
- 10 This is for furnishing some of the units. More teachers are being employed that are not bringing their own furniture, and it is more cost-effective to house substitute teachers in furnished units than to provide hotel rooms.



NORTHLAND SCHOOL DIVISION NO. 61

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES

**SUBMITTED BY:** Trudy Rasmuson, Secretary Treasurer

**SUBJECT:** Borrowing Resolution

**ORIGINATOR:** Administration

**REFERENCE(S) & ATTACHMENTS:** Borrowing Resolution  
Board Work Plan Section 5.15

**Date:** June 21, 2018

**RECOMMENDATION:**

That the Board of Trustees approve the Borrowing Resolution, if required, in the amount of \$3,000,000 to meet the current operating expenditures for the 2018-19 school year, as attached.

\*\*\*\*\*

**BACKGROUND:**

The Borrowing Resolution is required by the Alberta Treasury Branch to cover borrowing, if required, for current operating expenditures during the 2018/19 school year.

**RISK ANALYSIS:**



## Borrowing Resolution School Division/District – Current Expenditures

WHEREAS the Board of Trustees of the Northland School Division/District No. 61 (hereafter called the "Board") in the Province of Alberta considers it necessary to borrow certain sums of money from time to time to meet current expenditures for its schools for its financial year commencing September 1, 2018;

NOW THEREFORE, pursuant to the provisions of the School Act, be it resolved by the Board that:

1. The Board do borrow from Alberta Treasury Branches (hereafter called "ATB") sums of money from time to time in the said financial year as required to meet current expenditures of the Board in the said financial year, provided that the total principal amount owed to ATB at any one time hereunder shall not exceed the sum of three million DOLLARS (\$300,000,000).
2. The Chairman and Treasurer of the Board be and they are hereby authorized for and on behalf of the Board:
  - (a) to apply to ATB for the aforesaid loans to the Board;
  - (b) to obtain advance of monies from ATB in the said financial year by way of an overdraft on the Board's account at an ATB or pursuant to promissory notes or other evidence of indebtedness, as may be permitted or required by ATB; and
  - (c) to execute on behalf of the Board such bills, promissory notes or similar forms of obligation as ATB may require as evidence of and security for all sums borrowed hereunder;

and each document executed as aforesaid shall be valid and binding upon the Board according to its tenor and ATB shall never be bound to inquire whether such officers are observing the limitations on their authority as set forth in this Resolution.

3. All sums borrowed as aforesaid or so much thereof as from time to time remains unpaid shall bear interest at a rate per annum equal to less (.25%) PER CENT below the Prime Lending Rate established from time to time by ATB, and such interest shall be calculated and due and payable monthly.
4. All sums authorized to be borrowed hereunder, including interest, shall be due and payable in full no later than August 31 of the said financial year.
5. As security for payment of money borrowed hereunder, the Board hereby charges to and in favour of ATB the whole of the Alberta Learning Funding received or to be received by the Board, and all other money due or accruing due to the Board, and the Chairman and Secretary of the Board are hereby authorized on behalf and in the name of the Board to execute and deliver to ATB such security documents as ATB may require in relation to the foregoing charge. The said charge shall be collateral to the obligation of the Board to repay with interest all sums borrowed from ATB and ATB shall not be bound to recover any such funding or other monies before being entitled to payment from the Board.
6. ATB shall be furnished with a certified copy of this Resolution and a list of the officers of the Board together with specimens of their signatures, and the said list shall be binding on the Board until notice to the contrary or of any changes therein shall be given to the Manager of the Alberta Treasury Branch at which the account of the Board is kept.

### CERTIFICATE

WE HEREBY CERTIFY that the foregoing Resolution was duly passed by the Board therein mentioned at a duly and regularly constituted meeting thereof held on the \_\_\_\_\_ day of \_\_\_\_\_ at which a quorum was present, and that the said Resolution is in full force and effect.

WITNESS our hands and the seal of the Board this \_\_\_\_\_ day of \_\_\_\_\_ .

\_\_\_\_\_  
Chairman

(Seal)

\_\_\_\_\_  
Secretary



NORTHLAND SCHOOL DIVISION NO. 61

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES

**SUBMITTED BY:** Trudy Rasmuson, Secretary Treasurer

**SUBJECT:** Policy 8, Board Committees

**ORIGINATOR:** Administration

**REFERENCE(S) & ATTACHMENTS:** Section 61(1) *School Act*  
Collective Agreement  
Policy 8 Board Committees

**Date:** June 21, 2018

**RECOMMENDATION:**

**THAT the Board of Trustees approve housekeeping changes to Policy 8, Board Committees, as attached.**

\*\*\*\*\*

**BACKGROUND:**

In preparing for the Board Organizational Meeting, Policy 8 and Policy 9 overlapped. Policy 8 was updated to include Terms of Reference for all current Board Committees in one document.

**RISK ANALYSIS:**

## Policy 8

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### BOARD COMMITTEES

The Board may delegate specific powers and duties to committees of the Board that are established by the Board, subject to the restrictions on delegation in the School Act.

#### General Specifications

1. The Board may appoint Standing Committees and Ad Hoc Committees and shall prescribe their terms of reference (purpose, powers and duties, membership and meetings).
2. The Board Chair shall act as an ex-officio member, with voting privileges, of all committees appointed by the Board, with the exception of the Student Expulsion Committee.
3. Committee meetings are not public meetings.
4. In order to enhance efficiencies within the geographic context and fiscal responsibility, Committee meetings may be held by electronic means.

#### Standing Committees

Standing committees are established to assist the Board with governance work of an ongoing or recurring nature. Standing committees are usually appointed annually at the Organizational Meeting. The appointed member shall serve on the committee for approximately one (1) year unless s/he is unable to perform the duties assigned or until replaced by a subsequent appointment.

#### 1. Agenda Review Committee

##### 1.1 Purpose

- 1.1.1 To make decisions regarding agenda items for regular Board meetings.

##### 1.2 Powers and Duties

- 1.2.1 After careful consideration, to determine items to be placed on the agenda of regular Board meetings, including requests for presentations to the Board.
- 1.2.2 Within the framework for Board agendas, determine the order of items placed on the agenda of regular Board meetings.

##### 1.3 Membership

- 1.3.1 Board Chair.
- 1.3.2 Vice-Chair
- 1.3.3 One (1) trustee on a rotational basis.
- 1.3.4 Superintendent and/or designate(s).

#### 1.4 Meetings

- 1.4.1 At least two (2) weeks prior to each regular Board meeting.

### 2. Board Committee of the Whole

The Board Committee of the Whole is established as a standing committee of the Board, with responsibility for work as detailed below. Membership includes all trustees and the Superintendent and/or designate(s). Meetings will be held monthly, as required, dependent upon agenda items.

#### 2.1 Purpose

- 2.1.1 To allow the Board to explore matters to much greater depth than can be accomplished in a scheduled regular meeting of the Board.
- 2.1.2 To solicit and receive information from the Superintendent relevant to the development of various system activities and plans.

#### 2.2 Powers and Duties

- 2.2.1 Make recommendations for agenda items for subsequent Board meetings.
- 2.2.2 Maintain confidentiality of proceedings unless otherwise stated.

### 3. Student Expulsion Committee

#### 3.1 Purpose

- 3.1.1 To make decisions regarding the recommendations for the expulsion of any student.

#### 3.2 Powers and Duties

- 3.2.1 On a recommendation for expulsion, reinstate or expel the student. (If reinstated, state date for return and conditions to be met. If expelled, state term of expulsion and conditions for re-entry).
- 3.2.2 Inform the Board of the action taken by the Committee.
- 3.2.3 Ensure all members of an expulsion committee are well-briefed on the process of an expulsion hearing; their legal and other responsibilities.

#### 3.3 Membership

- 3.3.1 Student Expulsion Committee would be an ad hoc committee of at least three (3) people for each student expulsion and may include Trustees, Elders and/or members with expertise in a particular area if required.
- 3.3.1.1 The Board Chair (or designate) in consultation with the Superintendent (or designate), is responsible for setting up the membership of each student expulsion committee.
- 3.3.1.2 The trustee for the ward the student attends school in shall be given the opportunity to sit on the expulsion committee.
- 3.3.1.3 The Board Chair shall ensure that conflict of interest and personal bias are discussed with potential members of the expulsion committee before choosing to sit on the expulsion committee.

- 3.3.2 Superintendent and/or designate(s) as a resource person to the Board.
  - 3.4 Meetings
    - 3.4.1 As detailed in Policy 13 – Appeals and Hearings Regarding Student Matters.
- 4. Board Advocacy Committee
  - 4.1 Purpose
    - 4.1.1 Support the ongoing advocacy efforts of the Board
  - 4.2 Powers and Duties
    - 4.2.1 Develop an action plan to support the Board’s identified advocacy plan.
    - 4.2.2 Identify key messages to support the advocacy plan.
  - 4.3 Membership
    - 4.3.1 Maximum two (2) trustees; one (1) alternate
    - 4.3.2 Superintendent or designate
    - 4.3.3 Secretary-Treasurer
    - 4.3.4 Communications Coordinator
- 5. Local Bargaining Committee
  - 5.1 Purpose
    - 5.1.1 To negotiate and conclude Memoranda of Agreement for recommendation to the Board.
  - 5.2 Powers and Duty
    - 5.2.1 Report to the Board from time to time
    - 5.2.2 Maintain confidentiality of negotiation proceedings
  - 5.3 Membership
    - 5.3.1 Maximum three (3) trustees, one (1) trustee to include TEBA Representative.
    - 5.3.2 Superintendent or designate
    - 5.3.3 Associate Superintendent of Human Resources
    - 5.3.4 Secretary-Treasurer
    - 5.3.5 The Board will appoint the Chair and Vice-Chair
  - 5.4 Meetings
    - 5.4.1 To be called by the Committee Chair.
- 6. Professional Improvement Leave Selection Committee
  - 6.1 Purpose
    - 6.1.1 To review teacher applications for professional leave for the following school year.
    - 6.1.2 This committee is part of the local collective agreement.
  - 6.2 Power and Duties of Board Representative

- 6.2.1 To attend selection committee meetings or ensure alternate is arranged if cannot attend.
- 6.2.2 Represent the interest of the Board and its priorities.
- 6.3 Representation
  - 6.3.1 One (1) trustee; one (1) alternate
  - 6.3.2 Superintendent
  - 6.3.3 One (1) teacher from the ATA local.
- 6.4 Meetings
  - 6.4.1 One (1) meeting per year, prior to the February Corporate Board meeting.
- 7. Attraction and Retention Committee
  - 7.1 Purpose
    - 7.1.1 To facilitate communication between the Board and the Local Teachers' Association.
    - 7.1.2 To explore ways to enhance the experience of teacher employment in Northland. This is inclusive, but not restricted to: teacher wellness, housing, isolation and the experience of cultural immersion. This committee will also have the opportunity to review and provide input to any proposed changes to Administrative Procedure 508.
    - 7.1.3 This committee is part of the local collective agreement.
  - 7.2 Power and Duties of Board Representative
    - 7.2.1 To attend the Attraction and Retention meetings or ensure an alternate is arranged if cannot attend.
    - 7.2.2 Represent the interest of the Board and its priorities.
    - 7.2.3 Provide a report to the Board after each meeting.
  - 7.3 Representation
    - 7.3.1 Equal representation from the ATA and Board to a maximum of four (4) trustees and four (4) ATA members.
    - 7.3.2 Superintendent or designate
    - 7.3.3 Associate Superintendent of Human Resources
  - 7.4 Meetings
    - 7.4.1 No less than two (2) per year.
    - 7.4.2 The first meeting of the committee will occur no later than November of any school year.
- 8. Teaching and Learning Committee
  - 8.1 Purpose
    - 8.1.1 To facilitate communication between the Board and the Local Teachers' Association.
    - 8.1.2 To examine and propose ideas for the improvement of teaching and learning,

inclusive of, but not restricted to:

8.1.2.1 Examining and providing feedback for proposed Board policy; and

8.1.2.2 Exploring innovative professional practices specific to Northland schools.

8.1.2.3 This committee is part of the local collective agreement.

8.2 Power and Duties of Representative

8.2.1 Represent the interest of the Board and its priorities.

8.2.2 Provide a report to the Board after each meeting.

8.3 Representation

8.3.1 Equal representation from the ATA and Board to a maximum of four (4) trustees and four (4) ATA members.

8.3.2 Superintendent or designate

8.3.3 Associate Superintendent of Human Resources

8.4 Meetings

8.4.1 No less than two (2) per year.

8.4.2 The first meeting of the committee will occur no later than November of any school year.

9. Occupational Health & Safety (OH&S) Committee

9.1 Purpose

9.1.1 Is formed and operates in accordance with the Occupational Health and Safety Act effective June 1, 2018.

9.1.2 Provide on OHS compliance in the Division and make recommendations to the Executive Team for action. Members of the Committee will be cross-organizational, representing all major operations of the Division.

9.2 Powers and Duties of Representative

9.2.1 Attend OH&S meetings as required.

9.2.2 Represent the interest of the Board and its priorities.

9.2.3 Support the work of the OH&S Committee.

9.2.4 Provide a report to the Board after each meeting.

9.3 Representation

9.3.1 One (1) trustee; one (1) alternate

9.3.2 Superintendent or designate

9.3.3 Safety Officer

9.3.4 Other members as required by the Act.

9.4 Meetings

9.4.1 As scheduled.

## 10. Student Scholarship and Bursaries Committee

### 10.1 Purpose

10.1.1 To review student scholarship and bursary applications and select recipients.

### 10.2 Powers and Duties

10.2.1 Attend scheduled meeting prior to May 30 every school year to select recipients.

10.2.2 Bring the committee's selection to the June Board meeting for information.

### 10.3 Membership

10.3.1 One (1) trustee; one (1) alternate

10.3.2 Superintendent or designate

10.3.3 Director of First Nation, Metis and Inuit Learner Success

### 10.4 Meetings

10.4.1 One (1) meeting every year, prior to May 30.

## 11. Wellness Committee

### 11.1 Purpose

11.1.1 To develop, implement and evaluate a comprehensive workplace health promotion program.

### 11.2 Powers and Duties of Board Representative

11.2.1 Attend meetings as required.

11.2.2 Represent the interests of the Board and its priorities.

11.2.3 Provide a report to the Board after each meeting.

### 11.3 Representation

11.3.1 One (1) trustee, one (1) alternate

11.3.2 Superintendent or designate

11.3.3 Director of Student Services

### 11.4 Meetings

~~3.4.1~~ 11.4.1 As scheduled.

## Ad Hoc Committees

Ad hoc committees are established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established by Board motion at the time of the formation (~~e.g. Labour Relations Committee~~).

## Resource Personnel

The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities and reporting requirements of the resource personnel.



Legal Reference: Section 60, 61, 62, 63, 70, 113 School Act  
Occupational Health and Safety Act  
Highlights of changes effective June 1, 2018  
Collective Agreement



NORTHLAND SCHOOL DIVISION NO. 61

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **Date:** June 21, 2018

**SUBMITTED BY:** Trudy Rasmuson, Secretary Treasurer

**SUBJECT:** Policy 9, Board Representatives

**ORIGINATOR:** Administration

**REFERENCE(S) &** Northland School Division Act (Section 5(2))

**ATTACHMENTS:** Policy 9 Board Representatives

**RECOMMENDATION:**  
**THAT the Board of Trustees approve housekeeping changes to Policy 9, Board Representatives, as attached.**

\*\*\*\*\*

**BACKGROUND:**  
 In preparing for the Board Organizational Meeting, Policy 8 and Policy 9 overlapped. Policy 9 was updated to remove all Board Committees and has only the Terms of Reference for Board Reps to external organizations.

**RISK ANALYSIS:**

## Policy 9

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### BOARD REPRESENTATIVES

The Board may appoint trustees to represent the Board on various external committees, agencies and organizations.

Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations to further student success.

The Board will determine the terms of reference for each representative. The Superintendent may appoint resource personnel to work with representative and shall determine the roles, responsibilities and reporting requirements of resource personnel.

The following committees/organizations will have Board representation as determined at the annual Organizational Meeting.

The Board representative will provide a report to a subsequent Board meeting.

#### 1. Alberta School Boards Association (ASBA) Zone Meetings

##### Purpose of the Association Zones

- 1.1.1 Act as a forum for discussion of relevant, timely and emerging issues identified from individual boards, ASBA Board of Directors, Alberta Education, and other sources.
- 1.1.2 Discuss, and/or develop, policy issues for submission at the Fall General Meeting of the ASBA.
- 1.1.3 Facilitate the development of trustee skills and knowledge.
- 1.1.4 Act on action requests from ASBA Board of Directors.

#### 1.2 Powers and Duties of the Board Representative

- 1.2.1 Attend ASBA Zone meetings.
- 1.2.2 Represent the Board's positions and interests at the Zone level.
- 1.2.3 Communicate to the Board the work of ASBA Zone.
- 1.2.4 Build relationships.

#### 1.3 Representation

- 1.3.1 One (1) trustee; one (1) alternate per Zone

#### 1.4 Meetings

- 1.4.1 As called by ASBA Zone.

#### 2. Organizations the Board determines it is important to have a strong partnership with, as per Policy 9, Appendix A – Board Representation to Organizations.

- 2.1 Purpose of the Liaison
  - 2.1.1 To explore and/or strengthen partnership opportunities/challenges.
- 2.2 Powers and Duties of the Board Representative
  - 2.2.1 Meet with organization representatives to:
    - 2.2.1.1 Explore ways to ensure/enhance student success.
    - 2.2.1.2 Share successes.
    - 2.2.1.3 Ensure effective two-way communication.
    - 2.2.1.4 Build relationships.
  - 2.2.2 Represent the Board's positions and interests at meetings.
- 2.3 Representation
  - 2.3.1 One trustee; one alternate per organization.
- 2.4 Meetings
  - 2.4.1 At least one (1) time per term.
- 3. Public School Boards' Association of Alberta (PSBAA) Council
  - 3.1 Purpose of the Association Council
    - 3.1.1 The Public School Board Council is a forum for public school boards to discuss issues with an equal voice, to address public school education issues on a provincial level to effect change and improvement.
  - 3.2 Powers and Duties of the Board Representative
    - 3.2.1 Attend PSBAA Council meetings as required.
    - 3.2.2 Represent the Board's positions and interests at PSBAA Council meetings.
    - 3.2.3 Communicate to the Board the work of PSBAA Council.
    - 3.2.4 Build relationships.
  - 3.3 Representation
    - 3.3.1 One (1) trustee; one (1) alternate.
  - 3.4 Meetings
    - 3.4.1 As called by PSBAA Council.
- 4. Teachers' Employer Bargaining Association (TEBA)
  - 4.1 Purpose of TEBA
    - 4.1.1 Represent the Board at meetings of TEBA.
  - 4.2 Powers and Duties of the Board Representative
    - 4.2.1 Must attend all TEBA meetings as TEBA regulations do not allow alternates. If the appointed Board representative does not attend the meeting, Northland will not have input or a vote if it is called.

- 4.2.2 Represent the Board's position and interests.
- 4.2.3 Communicate to the Board the work of TEBA.
- 4.3 Representation
  - 4.3.1 One (1) trustee (no alternates are allowed as per TEBA regulations).
- 4.4 Meetings
  - 4.4.1 As called by TEBA.
- 5. Northland School Division (NSD) Act Partner Engagement
  - 5.1 Purpose of Engagement with Partners
    - 5.1.1 To gather input with respect to the establishment of the Board's strategic direction.
  - 5.2 Powers and Duties of the Board and/or Board Representative(s)
    - 5.2.1 The Board shall develop and implement a "NSD Act Partner Engagement Plan" for meeting with partners outline in the NSD Act, at least once within the 12-month period immediately following each general election, with respect to gathering input into the Board's strategic direction.
    - 5.2.2 See also Policy 21 Appendix A, School Council Conflict Resolution and Administrative Procedure 159 Community Engagement, Appendix A Community Engagement Framework and Appendix B Community Engagement Process.
  - 5.3 Northland School Division Act Partners
    - 5.3.1 First Nations, Metis and other communities with respect to which the Board provides educational services;
    - 5.3.2 Metis Settlement General Council;
    - 5.3.3 Treaty 8 First Nations of Alberta.
  - 5.4 Meetings
    - 5.4.1 The Board and/or representatives shall meet at least once with the partners identified above within the 12-month period immediately following each general election.
- 6. Rural Caucus of Alberta School Boards (RCASB)
  - 6.1 Purpose of the Rural Caucus
    - 6.1.1 To lobby the Provincial government as a group for rural transportation.
  - 6.2 Powers and Duties of the Board Representative
    - 6.2.1 Attend RCASB meetings.
    - 6.2.2 Represent the Board's positions and interests.
    - 6.2.3 Communicate to the Board the work of the RCASB.
    - 6.2.4 Build relationships.
  - 6.3 Representation

6.3.1 One (1) trustee; one (1) alternate

~~5.4.16.4 Meetings~~

6.4.1 As called by RCASB.

~~5.4.2~~

~~6. Professional Improvement Leave Selection Committee~~

~~6.1 Purpose of the Leave Selection Committee~~

~~6.1.1 To review teacher applications for professional leave for the following school year.~~

~~6.1.2 This committee is part of the local collective agreement.~~

~~6.2 Power and Duties of Board Representatives~~

~~6.2.1 To attend selection committee meetings or ensure alternate is arranged if cannot attend.~~

~~6.2.2 Represent the interest of the Board and its priorities.~~

~~6.3 Representation~~

~~6.3.1 One (1) trustee, Superintendent, one (1) teacher from the ATA local.~~

~~6.4 Meetings~~

~~6.4.1 One (1) meeting per year, prior to the February Corporate Board meeting.~~

~~7. Quality of Work Life Committee (QWL)~~

~~7.1 Purpose of the QWL Committee~~

~~7.1.1 To consider matters of concern related to school affairs, including proposed educational policy changes and changes in conditions of professional services, divisional housing and make recommendations to the respective parties for specific actions and communicating view of respective parties.~~

~~7.1.2 This committee is part of the 2016-17 local collective agreement and will expire when a new local collective agreement is ratified.~~

~~7.2 Power and Duties of Board Representative~~

~~7.2.1 To attend QWL meetings or ensure alternate is arranged if cannot attend~~

~~7.2.2 Represent the interest of the Board and its priorities.~~

~~7.2.3 Provide a report to the Board after each meeting.~~

~~7.3 Representation~~

~~7.3.1 Maximum of one (1) trustee and one (1) alternate, Superintendent or designate, Associate Superintendent of Human Resources, Secretary-Treasurer, member(s) of the local ATA.~~

~~7.4 Meetings~~

7.4.1 — ~~Two (2) per school year.~~

Legal Reference: Section 61, 68 School Act  
[Policy 9, Appendix A Board Representation to Organizations](#)  
Policy 21 Appendix A, School Council Conflict Resolution  
AP 159 Community Engagement  
AP 159 App A Community Engagement Framework  
AP 159 App B Community Engagement Process  
[Terms of Reference Board Representation](#)



NORTHLAND SCHOOL DIVISION NO. 61

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **Date:** June 21, 2018

**SUBMITTED BY:** Trudy Rasmuson, Secretary Treasurer

**SUBJECT:** Remove Board Representation to Organizations as an Appendix to Policy 9

**ORIGINATOR:** Administration

**REFERENCE(S) & ATTACHMENTS:** Policy 9, Appendix A Board Representation

**RECOMMENDATION:**  
**THAT the Board of Trustees approve that the Board Representation to Organizations be removed as an appendix to Policy 9.**

\*\*\*\*\*

**BACKGROUND:**  
 The Board Representation is a 'living' document and therefore every time a change is made (i.e. an organization added or a change in Board Representation to an organization), it requires a board motion because it is a policy. Taking this document out of policy allows for the changes required to happen as needed. This document will be kept on the website as information and linked to Policy 9.

**RISK ANALYSIS:**



**Policy 9 – Appendix A****BOARD REPRESENTATION TO ORGANIZATIONS**

Organizations the Board determines it is important to have a strong partnership with.

<b>Organization</b>	<b>NSD Trustee Representative</b>	<b>Alternate</b>
Treaty 8 First Nations of Alberta	Ward 9	Ward 8
Metis Settlements General Council	Ward 11	Ward 3
Athabasca Tribal Council	Ward 10	Ward 9
Kee Tas Kee Now Tribal Council	Ward 5	Ward 3
Lesser Slave Lake Indian Regional Council	Ward 4	Ward 7
North Peace Tribal Council	Ward 1	Ward 5
Alberta School Boards Association - Zone 1	Ward 2	Ward 11
Alberta School Boards Association - Zone 2/3	Ward 11	
Public School Boards Association of Alberta	Ward 1	Ward 8
Teachers' Employer Bargaining Association	Ward 10	
Professional Improvement Leave Selection Committee	Ward 7	
Quality of Work Life Committee	Ward 3	

**Northland Act Partner Engagement Representatives:**

<b>Representative (Ward Trustee)</b>	<b>Representative To</b>	<b>Alternate Representative (Ward Trustee)</b>
1	Paddle Prairie Metis Settlement Council County of Northern Lights Council MLA, Peace River	5
2	Aseniwuche Winewak Nation MD of Greenview Council MLA, West Yellowhead Constituency	4
3	Gift Lake Metis Settlement Council Peavine Metis Settlement Council Whitefish Lake First Nation Chief & Council MD of Big Lakes County Council MLA, Lesser Slave Lake	4 or 5
4	East Prairie Metis Settlement Kapawe'no First Nation Chief & Council Sucker Creek First Nation Chief & Council MD of Big Lakes County Council Northern Lakes College MLA, Lesser Slave Lake	3 or 5
5	Peerless Trout First Nation Chief & Council Lubicon Lake Band Chief & Council Woodland Cree First Nation Chief & Council Northern Sunrise County Council MD of Opportunity Council MLA, Athabasca-Sturgeon-Redwater MLA, Lesser Slave Lake	3 or 4
6	Bigstone Cree Nation Chief & Council MD of Opportunity Council Metis Local #90 MLA, Athabasca-Redwater MLA, Lesser Slave Lake	7 or 8
7	Bigstone Cree Nation Chief & Council MD of Opportunity Council Metis Local #90 MLA, Athabasca-Redwater MLA, Lesser Slave Lake	6 or 8
8	Bigstone Cree Nation Chief & Council MD of Opportunity Council MLA, Athabasca-Redwater MLA, Lesser Slave Lake	6 or 7

Representative (Ward Trustee)	Representative To	Alternate Representative (Ward Trustee)
9	Mikisew Cree Nation Chief & Council Athabasca Chipewyan First Nation Chief & Council Metis Local #125 Wood Buffalo Municipal District Council MLA, Fort Mc-Murray- Wood Buffalo	10
10	Chipewyan Prairie First Nation Chief & Council Fort McKay First Nation Chief & Council Fort McMurray First Nation Chief & Council Wood Buffalo Municipal District Council Metis Local #63 (Fort McKay), #193 (Conklin), #780 (Anzac) Keyano College MLA, Fort Mc-Murray - Wood Buffalo MLA, Fort Mc-Murray - Conklin	9 or 10
11	Elizabeth Metis Settlement Council Fishing Lake Metis Settlement Council MLA, Bonnyville - Cold Lake	10

Legal Reference: Section 61, 68 School Act  
Policy 9, Board Representatives  
[Terms of Reference Board Representation to Organizations](#)



NORTHLAND SCHOOL DIVISION NO. 61

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES

**SUBMITTED BY:** Trudy Rasmuson, Secretary-Treasurer

**SUBJECT:** Policy 21, Appendix B Elder Guidelines

**ORIGINATOR:** Administration

**REFERENCE(S) & ATTACHMENTS:** Policy 21, Appendix B Elder Guidelines

**DATE:** June 21, 2018

**RECOMMENDATION:**

**THAT the Board of Trustees approve third and final reading to Policy 21, Appendix B Elder Guidelines, as attached.**

\*\*\*\*\*

**BACKGROUND:**

At the May Board meeting, trustees approved second reading to Policy 21 App B with the recommended changes that were in response to discussions had in April to ensure that Elders understand are well looked after.

Lois Byers, Board Advisor facilitated the process of writing Appendix B to Policy 21 with the Board Trustees, Superintendent of Schools and Secretary-Treasurer at the February Board Workshop.

This policy has been sent out for feedback, to date there has not been any feedback received.

**RISK ANALYSIS:**

## Policy 21 – Appendix B

### ELDER GUIDELINES

There is no **one** definition of an Elder. Each person defines and chooses their own Elder. It is important that everyone respects and honors all Elders.

#### Procedures

- ~~1. If an Elder is officially invited to take part in an event or meeting their expenses shall be paid and they will shall receive honoraria as per board policy.~~
  - ~~1.1 Payment of honoraria and expenses for Ward Council meetings and Board, District and Area events/meetings shall be from central budget.~~
  - ~~1.2 Payment of honoraria and expenses for school events shall be from school budgets.~~
  - ~~1.3 See also Administrative Procedure 155 Appendix Indigenous Customs and Protocol for guidance on involving an Elder and payment.~~
1. Consideration should be given to involving the Elder in a meaningful way in the entire meeting or event as feasible.
2. Each person extending an invitation to an Elder is responsible for personally contacting the Elder prior to the event/meeting to ensure:
  - 2.1 Proper protocol is followed, understanding it may be different for each Elder.
  - 2.2 The Elder is aware of and understands all details of the event/meeting.
  - 2.3 Ensure the Elder is aware of and understands all the logistics such as travel, lodging, billing/payment, etc.
- ~~2.3. The Northland First Nations, Metis & Inuit Education division will provide support, if requested, to Trustees and other staff with regard to inviting an Elder to a Ward Council or Board meeting, District or Area event/meeting to help ensure proper protocol is followed.~~
- ~~3.4. The Northland First Nation, Metis & Inuit Education division will provide support to schools if requested with regard to inviting an Elder to school events/meetings to help ensure proper protocol is followed.~~
- ~~4. The Northland First Nation, Metis & Inuit Education division shall be responsible for ensuring protocol is followed when inviting an Elder to a Ward Council meeting or Board, District or Area event/meeting.~~
5. Selecting an Elder(s):
  - 5.1 Generally Elders will be selected from within Northland School Division however an Elder may be selected from outside of Northland School Division in special circumstances and in consideration of budget implications.
  - 5.2 **BOARD and DISTRICT EVENTS/MEETINGS:**
    - 5.2.1 In consultation with the Board Chair, the Northland First Nation, Metis & Inuit Education division shall ensure Elders, if any, are chosen from across the Division in an equitable manner.

5.2.2 The Northland First Nation, Metis & Inuit Education division will consult with the trustee of the ward the Elder is to be chosen from.

**5.3 WARD COUNCIL MEETINGS:**

5.3.1 The Board is responsible for the appointment of Elders, if any, by motion to a ward council meeting.

5.3.2 The selection of Elders shall be done by each trustees on a rotational basis with due consideration given to the number of communities in a ward.

**5.4 AREA EVENTS/MEETINGS:**

5.4.1 The Associate Superintendent shall ensure Elders, if any, are chosen from across the area in an equitable manner.

5.4.2 The Associate Superintendent of the area will work with the Northland First Nation, Metis & Inuit Education division and trustee of the community the Elder, if any, is being chosen from.

**5.5 SCHOOL EVENTS/MEETINGS (including school councils):**

5.5.1 The principal is responsible for ensuring there is a good process for the choosing of Elders, if any, for school events.

5.5.2 The school council chair in consultation with the principal shall set up a process for choosing an Elder, if any, for school council meetings.

**6. Compensation:**

6.1 When an Elder is officially invited or appointed by Board motion to take part in a Ward Council meeting, Board, District and/or Area event/meeting their expenses shall be paid and they shall receive honoraria for the event/meeting.

6.1.1 Their expense shall be paid as per Policy 7, Appendix A Schedule of Rates.

6.1.2 Honoraria rate shall be \$200 for each day, or partial day, of attendance at an event/meeting.

6.1.3 Payment of honoraria and expense to Elders for Ward Council meetings, Board, District and Area events/meetings shall be from the central budget.

6.2 The principal shall be responsible for the procedures and payment of honoraria and expenses to Elders, if any, for school events.

~~5.5.2~~ 6.2.1 Payment of honoraria and expenses for school events shall be from school budgets.

6.7. See also Administrative Procedure 155 Appendix - Indigenous Customs and Protocol.

*The following article is but one description of an Elder. ~~This article was emailed anonymously to the Edmonton Journal.~~*

**What does it take to be an Elder?**

**An Elder is thoughtful, strong and also compassionate. An Elder condemns all kinds of violence and abuse, not just those kinds that it is convenient for them to condemn. An Elder stands up for the weak and speaks truth to power.**

**An Elder is not perfect, but neither is he or she a hypocrite. An Elder recognizes that his or her strength comes from a long line of ancestors and their accumulated wisdom. An Elder is always learning.**

**An Elder is somebody you can expect a "fair go" from. An Elder will not attack you when you least expect it. Instead, an Elder will stand up for you when you most need it.**

**An Elder will definitely not take responsibility for you, but will encourage you to take responsibility for yourself and stand alongside you while you try.**

**An Elder knows that true dignity comes from within and that nobody can make you feel inferior without your consent. An Elder is slow to judge, but fierce in his or her defence of the oppressed.**

**An Elder understands that our history of colonisation has left many of us hurting and afraid. An Elder will not manipulate our hurt and fear, but will help us to see that we can overcome it together.**

**An Elder has a vision for a better and more peaceful community. An Elder lives in such a way to make this community happen.**

**Elders do not tolerate the abuse of any man, woman or children in their community. EVER.**

**Are you an Elder? Or are you just old?**

***~~Written by: Anonymous~~***



NORTHLAND SCHOOL DIVISION NO. 61

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** June 21, 2018

**SUBMITTED BY:** Gord Atkinson, Superintendent of Schools

**SUBJECT:** Policy 19, Appendix B Sexual Orientation and Gender Identity

**ORIGINATOR:** Alberta Government

**REFERENCE(S) &** Bill 24 – An Act to Support Gay Straight Alliances

**ATTACHMENTS:** Policy 19, Appendix B Sexual Orientation and Gender Identity

**RECOMMENDATION:**

**THAT the Board of Trustees approve the housekeeping change to Policy 19, Appendix B Sexual and Gender Identity, as attached.**

\*\*\*\*\*

**BACKGROUND:**

This policy was adopted at the April 20, 2018 Board meeting. The department came back with the following suggested changes:

1. Many of the required elements of section 45.1 of the School Act appear to be in the documents listed above.
2. Section 45.1(4) requires that notification of a club or activity be consistent with the usual practices of any club or activity. It might be beneficial to make this explicit.
3. Section 45.1(4) requires that the policy name the legislation that governs the disclosure of personal information. I believe that the *Freedom of Information and Protection of Privacy Act (FOIP)* carries the bulk of the authority in this matter, with other legislation perhaps also having a role. Appendix B might be the best location for this information.
4. Appendix A appears to address the required elements of Section 45.1(5). You may wish to consider adopting the language of subsection 45.1(5)(c) to indicate explicitly to your administrators that there is an expectation to provide supports to the impacted student and to the student who engages in inappropriate behaviour.

These changes have been incorporated into the policy.

**RISK ANALYSIS:**

The risk in not adopting these changes are that we will not be in compliance with legislation.



**Policy 19 – Appendix B**

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**SEXUAL ORIENTATION AND GENDER IDENTITY**

The Board is committed to establishing and maintaining a safe, inclusive, equitable, and welcoming learning and teaching environment for all members of the school community. This includes those students, staff, and families who identify or are perceived as lesbian, gay, bisexual, transgender, transsexual, two-spirit, queer (LGBTQ) or questioning their sexual orientation, gender identity, or gender expression. The Board expects all members of this diverse community to be welcomed, respected, accepted, and supported in every school.

All members of the school community have the right to learn and work in an environment free of discrimination, prejudice, and harassment. This right is guaranteed under the Canadian Charter of Rights and Freedoms, Alberta Human Rights Act, and Alberta School Act. These rights shall be supported, and enforced so that all members of the school community may work together in an atmosphere of mutual respect and appreciation for individual differences. The Board will not tolerate harassment, bullying, intimidation, or discrimination on the basis of a person's actual or perceived sexual orientation, gender identity, or gender expression.

The Board believes that all sexual and gender minority students, staff and families have the right to:

1. Be treated fairly, equitably, and with dignity and respect;
2. Have their confidentiality protected and respected;
3. Self-identification and determination;
4. Freedom of conscience, expression, and association;
5. Be fully included in an inclusive, positive, and respectful manner by all school personnel;
6. Have equitable access to the same supports, services and protections provided to heterosexual students and families;
7. Have avenues of recourse (without fear of reprisal) available to them when they are victims of harassment, prejudice, discrimination, intimidation, bullying, and/or violence; and
8. Have their unique identities, families, cultures, and communities included, valued and respected within all aspects of the school environment.

The Board is committed to implementing measures that will:

1. Define appropriate expectations, behaviours, language, and actions in order to prevent discrimination, prejudice, and harassment through greater awareness of, and responsiveness to, their harmful effects.

2. Ensure that all such discriminatory behaviours and complaints will be taken seriously, documented, and dealt with expeditiously and effectively through consistently applied policy and procedures.
3. Improve understanding of the individual lives of sexual and gender minorities and their families, cultures, and communities.
4. Develop, implement, and evaluate inclusive educational strategies, professional development opportunities, and administrative guidelines to ensure that sexual and gender minorities and their families are welcomed and treated with respect and dignity in all aspects of the school community.

### Specifically

1. If one or more students attending a school operated by a board request a staff member employed by the board for support to establish a voluntary student organization, or to lead an activity intended to promote a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging, the principal of the school shall:
  - 1.1 Immediately grant permission for the establishment of the student organization or the holding of the activity at the school, and
  - 1.2 Within a reasonable time from the date that the principal receives the request designate a staff member to serve as the staff liaison to facilitate the establishment, and the ongoing operation, of the student organization or to assist in organizing the activity. The safe contact shall inform the school community about available Division and community supports and resources.
  - 1.3 The principal must ensure that notification of a club or activity be consistent with the usual practices of any club or activity, and;
    - 1.3.1 Is limited to the fact of the establishment of the organization holding the activity.
    - 1.3.2 The Board is bound by the *Freedom of Information Protection of Privacy Act* (FOIP).
  - ~~4.21.4 Principals are to ensure that they provide supports for any student impacted by inappropriate behavior or who engage in inappropriate behavior.~~
2. The students may select a respectful and inclusive name for the organization or activity, including the name 'gay-straight alliance' or 'queer-straight alliance', after consulting with the principal.
- ~~3. For greater certainty, the principal shall not prohibit or discourage students from choosing a name that includes 'gay-straight alliance' or 'queer-straight alliance'.~~
- 4.3. The principal shall immediately inform the board and the Minister if no staff member is available to serve as a staff liaison referred to in section (1), and if so informed, the Minister shall appoint a responsible adult to work with the requesting students in organizing the activity

or to facilitate the establishment, and the ongoing operation, of the student organization at the school.

- ~~5~~.4. The principal is responsible for ensuring that notification, if any, respecting a voluntary student organization or an activity referred to in section (1) is limited to the fact of the establishment of the organization or the holding of the activity.
- ~~6~~.5. Students and staff who identify as lesbian, gay, bisexual, transgender and/or queer (LGBTQ) shall be treated fairly, equitably, with respect and have their confidentiality protected.
- ~~7~~.6. Employees of the Division shall not tolerate harassment, bullying, intimidation or discrimination on the basis of a person's actual or perceived sexual orientation, gender identity, or gender expression.
- ~~8~~.7. The Principal shall promote and provide inclusive education, professional development opportunities and support for staff to support same -gender parented families and students who are LGBTQ.
- ~~9~~.8. The Principal will ensure the safety, health and educational needs of students who identify as transgender, transsexual or gender queer and promote best practices, including universal design of washrooms, preferred name and pronouns, information contained on the student record, and access to locker room facilities, field trips, and extracurricular activities consistent with a student's lived gender identity or gender expression.
- ~~10~~.9. Students who identified as LGBTQ are encouraged to report any incident or victimization, harassment, discrimination, intimidation or bullying to the Principal/safe contact person.
- ~~11~~.10. The Principal shall ensure satisfactory resolution to any conflict that may arise in the process of providing reasonable accommodation and inclusive practices in keeping with the best interests of the student.
- ~~12~~.11. The Principal shall ensure that all students, staff and families are aware of this policy, promote equality and non-discrimination with respect to gender, gender identity, gender expression and/or sexual orientation.

Legal Reference: Section 12, 16.1, 18, 20, 24, 25, 45, 45.1, 50, 60, 61, 105, 113 School Act  
Alberta Bill of Rights  
Alberta Human Rights Act  
Canadian Charter of Rights and Freedoms  
Criminal Code  
Bill 24 – An Act to Support Gay Straight Alliance



**NORTHLAND SCHOOL DIVISION NO. 61  
ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **Date:** June 21, 2018  
**SUBMITTED BY:** Gord Atkinson, Superintendent of Schools  
**SUBJECT:** Student Scholarships and Bursaries  
**ORIGINATOR:** Administration  
**REFERENCE(S) & ATTACHMENTS:** AP 370 & Policy 8  
Board Workplan

**RECOMMENDATION:**

**That the Board of Trustees receive as information, from the Scholarship and Bursary Committee, the recipients of scholarships and bursaries with funds coming from the current year budget, as attached.**

\*\*\*\*\*

**BACKGROUND:**

Renee Christensen (JF Dion School) - \$20,000.00 Bursary for entering University in the Faculty of Education

Jessica Ironeagle (JF Dion School) - \$20,000.00 Bursary for entering University in the Faculty of Education

Bailey Nydokus (Elizabeth School) - \$800.00 NSD Scholarship for entering University other than Education

Kierra Gauchier (Bishop Routhier School) - \$800.00 NSD Scholarship for entering University other than Education

Nadia Moallem (Mistassiniy School) - \$800.00 NSD Scholarship for entering University other than Education

Sara Voyageur (Athabasca Delta Community School) - \$800.00 NSD Scholarship for entering University other than Education

Kierra Gauchier (Bishop Routhier School) - \$1,000.00 in memory of Adele Grace Carifelle for students pursuing studies in the areas of early childhood education, computer related studies or social work



NORTHLAND SCHOOL DIVISION NO. 61

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **Date:** June 21, 2018

**SUBMITTED BY:** Gord Atkinson, Superintendent of Schools

**SUBJECT:** ASBA Zone 1 Friends of Education Nomination

**ORIGINATOR:** Administration

**REFERENCE(S) & ATTACHMENTS:** ASBA Zone 1 Friends of Education Nomination Form

**RECOMMENDATION:**

That the Board of Trustees approve the nomination of Ever Active Schools for the Zone 1 Friends of Education Award, as attached.

\*\*\*\*\*

**BACKGROUND:**

Ever Active Schools (EAS) is a provincial initiative designed to assist school communities in addressing and creating healthy school communities. EAS contributes to the healthy development of children and youth by fostering social and physical environments that support improving the health and learning outcomes of students in Alberta. Ever Active Schools connects various school jurisdictions and organizations to share initiatives and policy focused on wellness.

EAS has actively supported NSD to assess wellness in our school communities and participate through a comprehensive school health approach that addresses health and education goals and improving the social outcomes of our students.

Ever Active Schools supports NSD in the following ways:

- assisted NSD with organizing its first ever Healthy Active School Symposium (HASS) on October 6, 2018 in Wabasca-Desmarais,
- assisting NSD with organizing a 2nd Annual HASS Conference in Slave Lake,
- organized mentorship program with NSD schools (ADCS, Hillview, St. Theresa, Father R. Perin ) in 2017-2018 school year,
- organizing mentorship programs with NSD schools (Paddle Prairie, Anzac, Elizabeth and Mistassiniy Schools) in 2018-2019,
- assisting NSD schools with creating outdoor classroom environments,
- assisting NSD schools with designing activity affirmative classrooms,
- attends meetings with NSD Wellness Champions,
- promoting the AMA Youth Run Clubs to NSD schools,
- promotes the work NSD is doing with respect to wellness on social media,
- provided a number of school based professional development opportunities across the division,
- and is an integral part of Shaping the Future Conference.

## ZONE ONE AWARD

### FRIENDS OF EDUCATION

#### **BACKGROUND:**

The Zone One Friends of Education Award recognizes organizations in the community who have made a special contribution to education.

#### **CRITERIA:**

The Major criterion for the Zone One Friends of Education Award is a significant contribution to education in Alberta. This service must be documented. Recipients should be demonstrably committed to the improvement of education for Alberta students residing within Zone One.

#### **PROCEDURAL GUIDELINES:**

Nominations for the Zone One Friends of Education Award are by board motion. Each Board within the Zone may nominate one organization. Nominations are to be received by the Zone Chair by June 30<sup>th</sup> in order to in order to make presentation arrangements.

#### **AWARDS PRESENTATION:**

A Luncheon to recognize the recipients will be held at the first Zone meeting in the Fall (usually in September). All recipients will receive a framed certificate acknowledging their contribution to education. A representative from each Board should be prepared to introduce and give a short presentation about their nominee (2-3 minutes).

#### **Zone Chair Contact Information:**

Sharilyn Anderson  
c/o Raymonde Lussier, Zone Secretary Treasurer  
High Prairie School Division No. 48  
Box 870  
High Prairie, AB T0G 1E0  
Email: [rlussier@hpsd.ca](mailto:rlussier@hpsd.ca)

**ZONE ONE FRIENDS OF EDUCATION AWARD RECIPIENT:**

**Ever Active Schools**

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(Please record the recipient's name precisely as it should appear on the certificate)

**RECIPIENT'S ADDRESS:**

**11759 Groat Rd NW**

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**Edmonton, AB T5M 3K6**

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**SCHOOL BOARD NOMINATOR:**

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**Northland School Division No. 61**

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(Jurisdiction)

**9809 77 ave Peace River, AB T8S 1V2**

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(Address)

**780-624-2060**

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(Phone/Fax/Email)

1. Describe the nominee's particular area of service, outlining the demonstrated outstanding leadership and competence. Highlight the benefits that have been derived by area students as a result of the nominee's actions.

Ever Active Schools (EAS) is a provincial initiative designed to assist school communities in addressing and creating healthy school communities. EAS contributes to the healthy development of children and youth by fostering social and physical environments that support improving the health and learning outcomes of students in Alberta.

2. Explain how this nominee has demonstrated leadership in education in the Zone, including how this nominee is highly effective in encouraging and fostering those in the field of education.

Ever Active Schools connects various school jurisdictions and organizations to share initiatives and policy focused on wellness. Schools engaged with EAS are actively supported to assess wellness in their school community and participate through a comprehensive school health approach that addresses health and education goals and improving the social outcomes of children and youth in Alberta.

Ever Active Schools supports NSD in the following ways:

- assisted NSD with organizing its first ever Healthy Active School Symposium (HASS) on October 6, 2018 in Wabasca-Desmarais,
- assisting NSD with organizing a 2nd Annual HASS Conference in Slave Lake,
- organized mentorship program with NSD schools (ADCS, Hillview, St. Theresa, Father R. Perin ) in 2017-2018 school year,

- organizing mentorship programs with NSD schools (Paddle Prairie, Anzac, Elizabeth and Mistassiniy Schools) in 2018-2019,
- assisting NSD schools with creating outdoor classroom environments,
- assisting NSD schools with designing activity affirmative classrooms,
- attends meetings with NSD Wellness Champions,
- promoting the AMA Youth Run Clubs to NSD schools,
- promotes the work NSD is doing with respect to wellness on social media,
- provided a number of school based professional development opportunities across the division,
- and is an integral part of Shaping the Future Conference.

3. Outline the nominee's involvement in community activities other than those noted in the field of education (optional).





NORTHLAND SCHOOL DIVISION NO. 61

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** June 21, 2018

**SUBMITTED BY:** Tim Stensland, Associate Superintendent Area 3

**SUBJECT:** Monitoring Reports – Area 3 Associate Superintendent’s Report to the Board

**ORIGINATOR:** Board of Trustees

**REFERENCE(S) &** Board Work Plan

**ATTACHMENTS:** Area 3 Associate Superintendent’s Report to the Board

**RECOMMENDATION:**

**THAT** the Board of Trustees receive as information the Area 3 Associate Superintendent’s Report to the Board, as presented and attached.

\*\*\*\*\*

**BACKGROUND:**

This is a requirement of the Board Work Plan.

**RISK ANALYSIS:**


Area 3 Schools

Athabasca Delta  
Community  
Fort McKay  
Anzac Community  
Bill Woodward  
Father R. Perin  
Conklin  
Elizabeth  
JF Dion


# NORTHLAND

School Division No. 61

February  
2018



## Area 3 Associate Superintendent's Report to Board



### Co-Management Education Agreement (CMEA) between Fort McKay First Nation and Northland School Division No. 61

This agreement outlines the parameters for the Fort McKay First Nation (FMFN) and NSD to continue working together in a collaborative partnership to further the educational outcomes and well-being of all students within the FMFN, and to develop agreements as required to support this partnership.

#### Key Dates:

- May 2017: CMEA agreement signed
- September 2017 – May 2018: Meetings to plan the working group and determining tasks for the working group.

### Area 3 Sharing

- Co-Management Education Agreement
- School Consultation and Review
- Learning and Technology Software

- June 2018: First meeting of the working group.
- September 30, 2018: Working Group establishes an implementation plan.

#### Purpose of the CMEA?

- To further enhance the learning environment to include FMFN cultural goals, values, languages and traditions;
- To facilitate and increase the percentage of FMFN students who demonstrate skills of self-sufficiency and responsibility and community involvement-connection;
- To actively involve, in collaboration with FMFN, FMFN Elders and other resource people in the school;
- To increase awareness of the culture and language and history of FMFN among all students in appropriate curriculum areas;
- Conduct an orientation and awareness workshop on the Truth and Reconciliation Commission (TRC) Reports and other relevant resources.

Specific NSD responsibilities include working collaboratively on:

- Recruitment and hiring
- Curriculum Development and Delivery
- Assessment
- Cultural Awareness
- Communication
- Dispute Resolution
- Attendance and High School Completion

## School Consultation and Review – Athabasca Delta Community School

The review presented many positive findings based on what the school is currently doing. Many comments were made about the positive school improvement over the last five years. Key areas were identified for further development and growth. A strong theme throughout the review was that the school is not alone in the areas for development, we (the community) are there to support the school and work with the school.

The school consultation and review occurred over a five day period involving over 25 small group or individual meeting focus groups. The focus groups included community stakeholders such as Mikisew Cree First Nation (MCFN), Athabasca Chipewyan First Nation (ACFN), Metis Local #125, Nunee Health, parents, community members, staff members, and students.

Information was gathered through the following questions.

1. What does success in school mean to you?
2. What do you hope the school will provide to the students?
3. What do you feel the school does well?
4. What else could we do to support students in being successful in learning?
5. How can we work together to further support learning?

The information fell into three general themes/goals:

1. Enhancing student success
2. Enhancing the school organization
3. Engaging with the community

Each of the main goals contains key areas of focus that were identified by the participants.

The following is a partial list for each goal:

1. Enhancing student success included the following areas of focus:

- Increase the number of high school graduates
- Help students understand their career paths
- Increase student attendance
- Report academic progress to parents
- Enhance student learning opportunities to enhance cultural identity and language
- Protect the core learning time from disruption

2. Enhancing the school organization

- Support teacher success and teacher retention
- Enhance in-school communication
- Review the state of the housing
- School resources for teaching and learning
- Professional development for staff
- Review and enhance understanding of school discipline
- Support inclusion

3. Enhancing community engagement

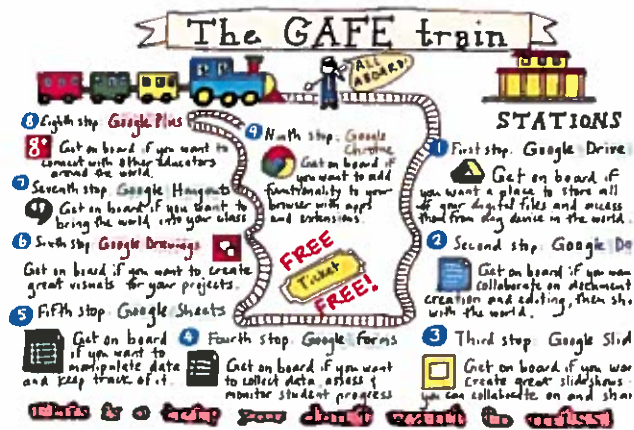
- Enhance relationships between teachers/students/parents and community
- Provide opportunities for gatherings outside of school hours
- Support student voice
- Enhance opportunities for the school, parents and community to work together
- Develop a vibrant school council

The findings of the review are put into an action plan that is created as part of the school's three year education plan. The action plan will contain strategies to support each of the key areas of focus.

## Technology and Learning Software Highlights

We wanted to highlight two technology tools that are getting a lot of buzz in schools; Google Tools and Applications for Education and GoGaurdian.

## Google Tools and Applications for Education



### Google Apps for Education

Students and staff are using Google Apps for Education (GAFE) to personalize learning and to enhance the way we use technology and share information within and beyond our school communities.

Essentially, GAFE is a cloud based learning platform allowing teachers and students to create a range of documents online, work on the same documents and projects simultaneously, video conference with experts, access and share information within and beyond the classroom and school, send and receive instant feedback, and engage with the curriculum and learning on a higher level.

The GAFE tools encourage collaboration, creativity, and critical thinking, and let teachers work one-on-one or with the whole class. The tools allow students and teachers to work anywhere, anytime, and on any device. Teachers can use GAFE to provide instant feedback and track a student's progress to improve learning and achievement. Tools like Google Classroom

also help free up teacher time so that teachers can focus on teaching. Most importantly, these tools allow students to work collaboratively and effectively with peers making learning more meaningful, engaging, and fun.

GAFE enhances our ability to collaborate and learn through the use of technology and offers a range of new learning opportunities for teachers and students.

### GoGuardian

GoGuardian is a technology tool that assists teachers with creating a more focused approach to learning through technology. It allows teachers to plan learning through a management tool that targets the websites that are required for the assigned tasks and limits access to those sites that are not required for the task. GoGuardian also has a monitoring feature that allows for the teacher to see what all students are doing on their computer.

Teacher feedback has demonstrated that this is an effective way to keep students focused on the required tasks, because students only access the sites relevant to the work they are doing.

GoGuardian also has some very helpful features to assist school staff members with being informed about what students are accessing on their internet browser. There are also features that immediately notify the principal if a student is accessing inappropriate content.



NORTHLAND SCHOOL DIVISION NO. 61

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** June 21, 2018  
**SUBMITTED BY:** Lorraine Cardinal-Roy, Director of First Nations, Metis and Inuit Learner Success  
**SUBJECT:** Monitoring Reports – First Nation Metis and Inuit Team Report  
**ORIGINATOR:** Board of Trustees  
**REFERENCE(S) &** Board Work Plan  
**ATTACHMENTS:** First Nation Metis and Inuit Team Report

**RECOMMENDATION:**

**THAT the Board of Trustees receive as information the Director of First Nations, Metis and Inuit Learner Success Report to the Board, as presented and attached.**

\*\*\*\*\*

**BACKGROUND:**

This is a requirement of the Board Work Plan.

**RISK ANALYSIS:**



## Board Report First Nations Metis And Inuit Team Report June 2018

### Professional Learning for Cree and Dene Language Instructors

It is said; *“Without language, there is no culture”.*

*“Language is central to cultural identity. Language enhances self-esteem and pride which promotes effective social adjustment. Language expresses the world view of its speakers, the uniqueness of a culture in terms of how the world was created; the interaction of plant, animal, bird and human life; ways we organize our society, games, songs, dances and art. Language is the principal means by which culture is brought together, shared and transmitted to successive generations” (Leon 1998:2)*



Our Indigenous Language Instructors are very knowledgeable in their language and culture. However, unlike teachers, they have not received specific training in planning for instruction, assessment and classroom management. This year we focused on planning and how to use Google education tools (Google Suite) to develop language programming.

#### January 22 - 25, 2018 Workshop

In our first workshop we focused on long range (year) plans. The instructors were given an overview of planning and the importance of planning, then they were taught how to construct a year plan. With support from a facilitator, the instructors worked in small groups to build their plans using Google Suite.

### February 27 - March 1, 2018 Workshop



The workshop that ran in February/March focused on unit plans. The instructors were trained again on how to construct a unit plan, how to link it to their long range plans and developing more confidence using Google education tool (Google Suite). Instead of constructing their plans using paper and pencil, they learned how to construct and work on their plans in Google Suite. They learned how to make a copy and share their plans with someone else. Many of the instructors started to work in small groups with each member of the group being

responsible for a part of the unit they were constructing together. The instructors began to share plans they had completed with each other for feedback, ideas, and as a shared project.

#### *Guests attending the workshop:*

- Two members from the Calgary Board of Education (CBE) administration attended the language workshop for the purpose as; *“As we design and research our CBE Indigenous Language Strategy, we would deeply appreciate the insights and wisdom that you have gathered in your district experience. We are hoping to connect with you and explore ways that we could learn from you”*
- Director of North Services, Alberta Education
- Professor from University of Alberta (U of A) in Elementary Education
- Canadian Indigenous Language and Literacy Development Institute (CILLDI) Advisor & Recruiter

### April 24 - 26, 2018 Workshop

In this workshop the instructors learned about lesson planning and how lesson plans are linked to the long range plans and their unit plans. The instructors worked on a group lesson plan to make sure they understood about how they were built and then began to work on the plans as a group. In this workshop we also dug deeper into Google education tools (Google Suite). They learned how to organize their Google Drive with folders, how to find their documents quickly, and how to create a digital signature. We also reviewed sharing of Google Docs without losing control of their document. Some instructors received training on how to share documents on a Team Drive. We continued to work on long range, unit, and lesson plans.

#### *Guests attending the workshop*

- Board Chair
- Trustee, Ward 4



**May 15 - 16, 2018 Workshop**

This Indigenous Language Instructor workshop gave the instructors an opportunity to finish up their long range plans and continue work on their unit and lesson plans with individual help. Planning is a complex and ongoing process. Our Indigenous Language Instructors are well on their way, with a number of them having constructed their long range and unit plans for next year.

Our instructors have had a great start to successful planning, with many of them reporting how much more confident and competent they feel in planning and in what they are going to be focusing on each month, week, and day with their students. It has been a privilege to work with, guide, learn from and challenge our instructors to learn new things over the course of these professional development sessions. They have applied energy, work and commitment to each session. As a result, the instructors have more confidence and knowledge to deliver quality language education to students.

**Canadian Indigenous Language and Literacy Teacher Development Institute- CILLDI**

This program provides a unique opportunity to earn university credit while learning about Indigenous languages and culture.

- **2017 Cohort #1**
  - Northland School Division (NSD) – two certified teachers and five Language Instructors participated.
  - Kee Tas Kee Now Tribal Council Education Authority (KTCEA) – five Language Instructors.
- **2018- Cohort #1**
  - NSD: Five are returning. Two are not due to family reasons.
  - KTCEA: Three are returning.
- **2018 Cohort# 2**
  - NSD: Eight applied and three received bursary to attend.
  - KTCEA: One applied and received.



On July 14, 2017, Superintendent of Schools Gord Atkinson showed his support to NSD and KTCEA Indigenous language instructors who are attending the 18th Annual Summer School of the Canadian Indigenous Languages and Literacy Development Institute (CILLDI) <http://www.cilldi.ualberta.ca/>. The instructors are taking courses to gain expertise in areas such as linguistics, endangered language documentation and revitalization, language and literacy learning, second language teaching and curriculum development. While taking these courses, the instructors will be able to earn a university credit.

The First Nations, Metis and Inuit Pedagogical Supervisor attended the following culture camps



- October 16-20, 2017 Grades 7-9
- October 23 -26, 2017 Grades 4-6
- November 13-20, 2017 Grades Senior High High Career and Technology Studies (CTS)
- January 22 – 26, 2018 Grades 4-6
- February 20 -23, 2018 Winter Camp Grades 7-9

### Innovations in First Nation Education (IFNE) Grant – Literacy Enrichment

Lorraine Cardinal-Roy, Director of First Nations, Metis and Inuit Learner Success helped draft and submit the proposal in partnership with Athabasca Tribal Council and Kapawe'no First Nation.

The Literacy Enrichment proposal contains two central components:

1. The Little Eagle Feather Program plans to introduce a Pre Early Childhood Literacy to introduce young children the year before they enter kindergarten. The monthly gathering will acquaint children with reading and familiarize them with the schooling environment. Another aspect of this program is the participation of parents and caregivers as they will attend at times determined by the facilitators and the communities.

- The Middle and High School Late Literacy Plan involves implementing the Disciplinary Literacy and Leveled Literacy Intervention program which will be purchased in kits designed by Fountas & Pinnell. The program is very successful for late literacy intervention. The well-established kits provide teaching instructions and tools for assessment of the level of readers and gathers those who struggle together in cohort groups. Cohort readers work together daily for 24 weeks with a qualified teacher using materials specifically designed to improve their literacy standing.

## Presentations



On October 2, 2017, Lorraine Cardinal-Roy, Director of First Nations, Metis and Inuit Learner Success and Curtis Walty, Communications Coordinator, shared a Community Engagement Framework through an Indigenous Lens at the Canadian Association of Communicators in Education (CACE) National Conference in Edmonton.



What comes to mind if asked: "What is your call to action"? On June 2 and 5, 2018, Northland School Division posed the question during presentations at the Public School Boards' Association of Alberta (PSBAA) and Alberta School Boards Association (ASBA) Spring General Meetings (SGM). Maddy Daniels, Board Chair and Lorraine Cardinal Roy, Director of First Nations, Metis and Inuit Learner Success presented "How NSD is overcoming barriers to be a leader for Indigenous education excellence". The presentation showcased how NSD has aligned policies and strategies to ensure the jurisdiction is a leader for Indigenous education excellence <https://goo.gl/m8YmpW>.

- Presentation to King's University – on Northland School Division

## Area 1 & 3 Program Review

- Participated in Grouard, Hillview and Gift Lake Schools Program Review

## Further Plans

- **Acquiring Staff**
  - Two Pedagogical Supervisors - Language and Culture; Curriculum infusion of Indigenous perspectives
- **Language Professional Development**
  - Assessment, Classroom Management, Strategies for teaching Indigenous languages



*Hai, Hai, Masi-Cho, Thank you!*



NORTHLAND SCHOOL DIVISION NO. 61

**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** June 21, 2018  
**SUBMITTED BY:** Emily Hunt, SFS Operations Manager  
**SUBJECT:** Monitoring Reports – School Food Services Department Report  
**ORIGINATOR:** Board of Trustees  
**REFERENCE(S) &** Board Work Plan  
**ATTACHMENTS:** School Food Services Department Report

**RECOMMENDATION:**

**THAT the Board of Trustees receive as information the School Food Services Operations Manager Report to the Board, as presented and attached.**

\*\*\*\*\*

**BACKGROUND:**

This is a requirement of the Board Work Plan.

**RISK ANALYSIS:**

## School Food Services Department Report

School Food Services began operation in October of 1973 as a result of a brief submitted to the Alberta Government by the Metis Association of Alberta. The brief identified inadequate nutritional levels among Metis children and requested a hot lunch program. The first programs were Conklin, Fishing Lake, Paddle Prairie and Cadotte Lake. School Food Services was formed under the Metis Development Branch, Health and Social Development.

In 1980, School Food Services was transferred to Alberta Education. Ten years later, under a Ministerial Order, School Food Services was transferred to Northland School Division No. 61. Schools in other divisions that had existing lunch programs were grandfathered in. These included Joussard, Caslan, Kikino, Blue Ridge, Fort Vermilion Public and St. Mary's schools in Fort Vermilion, and students coming from designated communities surrounding Grande Cache.

Caslan, Kikino and Joussard continue to operate in the original concept in which there is an association registered under the Societies Act of Alberta. The association is the employer and has a separate bank account and bookkeeper who pays the bills and the staff wages. A program consultant visits these programs and they are budgeted for in the same way that the Northland lunch programs are.

Fort Vermilion negotiated an agreement in 2000 in which they would receive a one-time amount of \$10,000 for future equipment needs, and base annual funding of \$132,000. The base amount only changes if there is an increase in funding to School Food Services. The funding is directed through School Food Services to Fort Vermilion. No consulting services are provided and Fort Vermilion School Division provides School Food Services with an audited financial statement annually, as well as information such as the number of students served daily, and food and wages costs per lunch.

The original objectives of the lunch programs were:

1. To improve the nutritional, general health and educational potential of Indigenous children in the designated areas by providing 1/3 to 1/2 of the average age student's daily food requirements according to Canada's Food Guide to Healthy Eating. Currently School Food Services also follows the Alberta Nutrition Guidelines for Children and Youth.
2. To provide employment and training to local residents.

The menu for the lunch program is divided into a morning nutrition break and lunch. It is either a four- or five-week menu, based on Canada's Food Guide and the Alberta Healthy Nutrition Guidelines for Children and Youth. Other factors include budget, equipment available, results from surveys, input from cooks, and seasonal availability.

Cooks are hired locally. All permanent cooks have food safety training, which is provided by either health inspectors or one of the School Food Services staff. Grocery order training and basic nutrition training are also provided. Basic kitchen training is provided by the program consultants. Hands-on skills are taught such as knife skills, weighing, measuring, following

recipes, portion control and time management. The program consultants visit the programs throughout the school year to provide support, training and monitoring.

Groceries, chemicals, and supplies are purchased through Complete Purchasing Services, which enables us to take advantage of lower prices through volume discounts. The main suppliers are Sysco Foods and Gordon Foods. Due to the remote locations, most programs receive groceries every other week, with a few more closely -located locations receiving weekly delivery.

In the 2016/17 school year, 456,075 lunches were served, with an average of 2,699 lunches prepared each instructional day. That year, School Food Services had an operating budget of \$3,566,105. The average food cost per lunch for 2016/17 was \$2.76 and the average labour cost was \$3.91. The total cost per lunch excluding administration was \$7.09. The all- inclusive cost per lunch was \$7.93. In 1991 the all- inclusive cost per lunch was \$4.54.

Challenges include the fact that what students want to eat isn't always the healthy choice. According to the 2004 Canadian Community Health survey, seven out of ten children had less than five servings of vegetables and fruit per day. At ages 9 to 13, 62% of girls and 68% of boys did not meet the minimum standard. In 2004, more than one-third of children aged 4-9 did not consume the minimum recommended servings of milk. By ages 10-16, 61% of boys and 83% of girls did not meet their recommended minimum. These are the food groups that we have the most challenge with. We try to encourage students to eat some of every item before asking for second servings and include such popular items as healthy smoothies.

The results of the School Food Survey are not available at this time, but will be available at the board meeting.

During the Wellness Day at Mistassiniy in February, I had the opportunity to speak with some groups of students about nutrition. I asked them why they left the school at lunch time. They said "because they could." I asked where they go when they leave. They said that they go to Jessie Mart. When I asked them what they buy, and they said Slushies. I asked if they knew what ingredients were in Slushies and they said sugar. They very candidly said that they knew they were unhealthy but it didn't bother them. Survey comments from other programs varied from requests for healthy foods to requests for KFC and poutine. This is a very typical response among teenagers.

The remote location of the programs can provide challenges from a number of perspectives. It is often difficult to get qualified staff. Grocery delivery can be costly and difficult during inclement weather. It is very expensive to service and repair equipment.

One thing that we are proud of is the fact that School Food Services is approaching its 45<sup>th</sup> anniversary in October. It is the only fully-funded lunch program in Alberta. Despite recessions and declining resources, it has proved worthwhile and continued to receive funding. We are also very proud of the staff and have several staff members who have dedicated many years to the lunch programs, with one staff member with 38 years of service. We are hopeful that School Food Services will continue to contribute to the success of Northland School Division No. 61 for many years to come.

**TO:** THE BOARD OF TRUSTEES **DATE:** June 21, 2018  
**SUBMITTED BY:** Wes Oginski, Associate Superintendent of Human Resources  
**SUBJECT:** Monitoring Reports – Personnel Department Report  
**ORIGINATOR:** Board of Trustees  
**REFERENCE(S) &** Board Work Plan  
**ATTACHMENTS:** Personnel Department Report

**RECOMMENDATION:**

**THAT the Board of Trustees receive as information the Associate Superintendent of Human Resources Report to the Board, as presented and attached.**

\*\*\*\*\*

**BACKGROUND:**

This is a requirement of the Board Work Plan.

**RISK ANALYSIS:**





# Human Resources

June 2018  
UPDATE

## Northland Community Based Teacher Education Program

This summer, five community staff members will begin their journey towards attaining a Bachelor of Education from the University of Calgary's Werklund School of Education.

- Val Lagimodiere (Elizabeth)
- Kate McEvoy (St Theresa)
- Pamela Tremblay (Conklin)
- Cherys Wells (Elizabeth)
- Gerald Young (St. Theresa)

Through the investment fund, Northland will release the education students for a ½ day each week, pay all tuition and course fees, as well as support their summer course costs.

The Werklund program is an online evening program geared for people living and working in rural and remote locations.



## Alberta's New Professional Quality Standards

The foundation for Alberta's excellent education system is built on the talent, the skill and the ongoing commitment to learning demonstrated by teachers, school leaders, school jurisdiction leaders and superintendents who work every day to help students succeed.

Since 1997, the professional practice and certification of all Alberta teachers has been guided by the *Teaching Quality Standard (TQS)*, holding teachers accountable to the profession and to the Minister.

Together with education stakeholders, Alberta Education has revised and updated the TQS to describe contemporary competencies for our teachers. As well, for the first time in Alberta, a *Leadership Quality Standard (LQS)* will describe the competencies expected of school leaders and school jurisdiction leaders, while a *Superintendent Leadership Quality Standard (SLQS)* will define the competencies expected of Alberta school superintendents.

These three standards were signed as Ministerial Orders in February 2018, making all teaching professionals accountable for their applicable standard to the Minister.

The new standards will come into effect on **September 1, 2019**. Between now and September 2019, Alberta Education will work with education stakeholders to support educators in learning about the new standards and in preparing for their official implementation.

Northland's Executive Team will be working with its principals, supervisors and teachers towards understanding, implementing and meeting the new standards for all professional staff.

Resources will be developed internally, as well as working with our provincial partners, including the College of Alberta School Superintendents. The Alberta Teachers' Association, and Alberta's Universities.

Presented by **Wes Oginski**  
Associate Superintendent of Human Resources



## Northland Leadership Mentoring

In August 2018, Mr. Rick Huron will be taking on the role of principal mentor/coach to assist with Leadership Growth in our division.

His primary role is to work as a coach/mentor with new principals and assist principals in need, as well as lead the delivery of our leadership programs.

In tandem with the Aspiring Leadership Program, we will be implementing a Leadership Growth Community of Practice for those in current leadership roles in Northland.

The community of practice provides an avenue for principals to network and improve their leadership skills.

The program will be launched in August 2018 for interested Northland leaders looking to improve and enhance their practice and skills.

## Northland Leadership Supports

### Northland Aspiring Leadership Cohort

School leadership has a key role in improving classroom practice, informing school policies and making connections beyond the walls of the school building. Successful rethinking of our schools requires leadership at all levels to lead change.

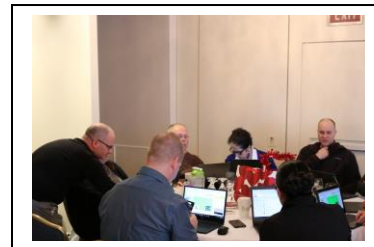
In looking at ways to develop the next generation of school and

system leaders, Northland School Division implemented a leadership development program.

In February 2018, 17 teachers from across Northland committed to the first Aspiring Leadership Cohort. They are participating in monthly Google Classroom sessions building their knowledge and skills in the areas of the Leadership Quality Standard, as well as volunteering to

participate in a summer leadership boot camp.

This program continues through to next February, when we will start a second cohort.



## Recruitment

**Spring of every school year is busy once budgets are released and our schools and departments can determine their staffing needs.**

In September 2017, Northland had 182 teachers in 24 schools. With the transition of three schools to Kee Tas Kee Now Tribal Council Education Authority, one school closure and some adjustments for enrollments, our schools are planning to staff with 155 teachers in 20 schools.

### Staffing Facts (June 2018)

As of June 15, 2018, Northland has:

- Hired 3 principals and has 3 more positions to fill (2 principals and a vice-principal);
- Posted 19 teacher vacancies;
- Hired 9 new teachers to start in August 2018;
- 4 teacher retirements;
- 11 leaves;
- 25 teachers joining KTCEA; and
- 22 teacher resignations

**TO:** THE BOARD OF TRUSTEES  
**SUBMITTED BY:** Maddy Daniels, Board Chair  
**SUBJECT:** Board Chair Report  
**ORIGINATOR:**  
**REFERENCE(S) & ATTACHMENTS:** Board Chair Report

**DATE:** June 21, 2018

**RECOMMENDATION:**

That the Board of Trustees accept as information, the Board Chair Report as presented and attached.

\*\*\*\*\*

**BACKGROUND:**

**RISK ANALYSIS:**

# Board Chair Report

## June 21, 2018



### BOARD OF TRUSTEES

WARD 1  
CHAIR  
MADDY DANIELS

WARD 2  
CATHY WANYANDIE

WARD 3  
VICE-CHAIR  
RANDY ANDERSON

WARD 4  
JESSE LAMOUCHE

WARD 5  
LOUIS CARDINAL

WARD 6  
SILAS YELLOWKNEE

WARD 7  
ROBIN GUILD

WARD 8  
LORETTA GLADUE

WARD 9  
RUBI SAKESKANIP

WARD 10  
JULES NOKOHO

WARD 11  
KAREN TELFORD

## May/June 2018

May 28	Edmonton	Meeting with Lorraine Cardinal Roy- PSBAA presentation
May 31	St. Albert	Meeting with Lois Byers/Tour of A Star of the North
June 1	Red Deer	PSBAA- Governance Seminar
June 2	Red Deer	PSBAA-workshop presentation/l. Cardinal Roy
June 3	Red Deer	PSBAA mtg/ASBA Registration
June 4	Red Deer	ASBA pring meeting
June 5	Red Deer	ASBA presentations
June 7	Peace River	Agenda Review
June 12	Teleconference Call	Minister of Education-Superintendent Review
June 13	Teleconference Call	Superintendent/Vice/ Board Liaison-re: upcoming Board meeting dates
June 14	Conference Call	Superintendent -Board motion clarification
June 18	Conference Call	Superintendent-weekly review/check in
June 19	Fishing Lake	Fishing Lake Grand Opening
June 20	Bonnyville	COTW Meeting/Board supper
June 21	Elizabeth	Board Meeting/Board workshop/Board Supper
June 22	Fishing Lake	Org meeting/Board workshop

## Upcoming Dates Scheduled

August 8-10	St. Albert	Board Retreat
August 9	Location TBD	Board Agenda Review
August 23	Edmonton	Corporate Board meeting
August 24-25	Canmore	ASBA Summer Leadership Academy

Trustee Calendar

Jun 2018 (Mountain Time - Edmonton)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
PSBAA - SGM Sheraton Red	ASBA SGM - Sheraton Red Deer				PSBAA - SGM Sheraton Red Deer	
3	4	5	6	7	8	9
PSBAA - SGM Sheraton Red	ASBA SGM - Sheraton Red Deer	Trustee Expense Deadline	Trustee Expense Deadline	2 pm - Board Agenda	Trustee Expense Deadline	
10	11	12	13	14	15	16
		AP Cheque Run				
17	18	19	20	21	22	23
			5 pm - COTW Meeting (night)	9 am - Corporate Board 2:45pm - Board Workshop -	9 am - Board Organizational 9:30am - ASBA Zone 2/3 11 am - Board Workshop - J.	Bill Woodward School
24	25	26	27	28	29	30
	Trustee Expense Deadline			AP Cheque Run	Paddle Prairie School	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
					PSBAA - SGM Sheraton Red Deer	
3	4	5	6	7	8	9
PSBAA - SGM Sheraton Red	ASBA SGM - Sheraton Red Deer		Trustee Expense Deadline	2 pm - Board Agenda	Trustee Expense Deadline	
10	11	12	13	14	15	16
			AP Cheque Run			
17	18	19	20	21	22	23
			5 pm - COTW Meeting (night	9 am - Corporate Board 2:45pm - Board Workshop -	9 am - Board Organizational 9:30am - ASBA Zone 2/3 11 am - Board Workshop - J.	Bill Woodward School Board Evaluation @
24	25	26	27	28	29	30
	Trustee Expense Deadline			AP Cheque Run	Paddle Prairie School	





May 22, 2018

Board of Trustees  
Northland School Division  
9809 77 Avenue, PO Bag 1400  
Peace River, AB,  
T8S 1V2

Dear Board Chair,

The Fort McMurray Public School District Board of Trustees has invited the Mayor and Council of Wood Buffalo to meet and discuss areas of common interest about our schools and our community. Our board is aware that the Mayor and Council are promoting community engagement by offering to meet with stakeholders and organizations throughout the Regional Municipality of Wood Buffalo. In the spirit of collaboration, we would like to invite leadership from Fort McMurray Catholic School District and Northland School Division.

Some of the possible topics for discussion at a meeting could include:

- The joint use agreement
- Transportation services
- Strategies to promote the acquisition of additional provincial resources to our community
- The progress of the rebuild and how it impacts the community and our schools
- Other topics of mutual interest

We welcome suggestions for the agenda from those planning to attend. If there is interest in meeting, please let us know, and suggest dates and times that may work.

Thank you for your commitment to our community and for working as partners in our region.

Sincerely,

A handwritten signature in black ink, appearing to read "Linda Mywaart". The signature is written in a cursive, flowing style.

Linda Mywaart  
Board Chair  
Fort McMurray Public School District  
[linda.mywaart@fm-psd.ab.ca](mailto:linda.mywaart@fm-psd.ab.ca)





June 5, 2018

Linda Mywaart  
Board Chair  
Fort McMurray Public School District #2833  
231 Hardin Street  
Fort McMurray, AB  
T9H 2G2

Dear Chair Mywaart,

On behalf of the Board of Trustees, thank you for your invitation to meet and discuss areas of common interests about our schools and communities. As part of our mandate as set by the Northland Act, 'the Board shall establish a formal engagement process for engaging with our partners'. The Board recognizes that Fort McMurray Public Schools and the Wood Buffalo Municipal District Council are key partners of Northland School Division.

Unfortunately, due to economic and geographical factors, the entire Board is unable to attend this meeting. Northland Board Representatives, Trustee Rubi Sakeskanip, Trustee Jules Nokohoo and Area 3 Associate Superintendent Tim Stensland are planning to attend.

Please provide meeting dates and details to Melanie Mantai Executive Secretary by email at: [melanie.mantai@nsd61.ca](mailto:melanie.mantai@nsd61.ca) or by phone at (780) 624-2060 ext. 6104.

We hope that this meeting will provide an opportunity for us to discuss how we can work together to welcome and encourage the participation of our partners in education in our schools.

Yours truly,

A handwritten signature in black ink, appearing to read "Maddy Daniels", is written over a horizontal line.

Maddy Daniels  
Board Chair  
Northland School Division No. 61

MD/mm

cc: Gord Atkinson, Superintendent of Schools  
Board of Trustees

On Wed, Jun 6, 2018 at 4:11 PM Maddy Daniels <[ward1@nsd61.ca](mailto:ward1@nsd61.ca)> wrote:  
Good afternoon Heather, we would be pleased to send you some booklets for our community engagement. Where can we send them? I will have someone mail them out right away.

Maddy

*"Every body is a genius but if you judge a fish by its ability to climb a tree it will live its whole life believing that it is stupid"*  
Albert Einstein

### **Maddy Daniels**

Board Chair  
Northland School Division 61, Ward 1 Trustee  
Cell/Text (780) 219-9768  
[Ward1@nsd61.ca](mailto:Ward1@nsd61.ca)

On Wed, Jun 6, 2018 at 11:14 AM, Heather Starosielski (via [nsd61.ca](mailto:nsd61.ca)) <[no-reply@webguideforschools.ca](mailto:no-reply@webguideforschools.ca)> wrote:

Name: Heather Starosielski

Email: [heather\\_starosielski@sperd.ca](mailto:heather_starosielski@sperd.ca)

Comments: I was recently at ASBA SGM and it was mentioned that Northlands has developed a booklet for community engagement. Would it be possible to obtain a copy? Heather Starosielski (Board Chair, St. Paul Education)



Office of the Minister

AR102650

JUN 07 2018

Ms. Maddy Daniels  
Board Chair  
Northland School Division  
Bag 1400  
9809 - 77 Avenue  
Peace River AB T8S 1V2

Dear Ms. Daniels:

Thank you for your May 25, 2018 letter regarding the closure of Northland School Division's Dr. Mary Jackson School.

I see from the minutes of May 24, 2018 that the Board of Trustees of Northland School Division approved a motion to close Dr. Mary Jackson School. It is my understanding that the board made this decision following a community consultation per the *Closure of Schools Regulation*, and that low enrolment and long-term sustainability were the justification for the board's decision, as there are currently only 16 students registered.

Should you require further assistance from Alberta Education staff, please contact Nathan Freed, Director, North Services, at [nathan.freed@gov.ab.ca](mailto:nathan.freed@gov.ab.ca) or 780-422-0795 (toll-free by first dialing 310-0000).

I wish you all the best in your work to serve the students of Northland School Division.

Sincerely,

David Eggen  
Minister



June 7, 2018

Ms. Lorrie Jess  
President  
Alberta School Boards Association  
Suite, 1200, 9925 – 109 Street  
Edmonton, AB T5K 2J8

Dear Ms. Jess,

On behalf of the Board of Trustees, I would like to extend a hearty congratulations on your well-deserved election and a warm welcome to you as the Alberta School Boards Association new President. You are by definition of a leader whose position commands admiration, and you deserve credit for stepping up to do this hard work.

I am confident that your influence will continue to encourage transparency and a proud tradition of involvement in worthwhile political causes.

We wish you all the best as you represent a unified organization.

Yours truly,

A handwritten signature in black ink, appearing to read "Maddy Daffiells", with a long horizontal flourish extending to the right.

Maddy Daffiells  
Board Chair  
Northland School Division No. 61

/mm

cc: Board of Trustees



June 7, 2018

Ms. Trina Boymook  
Vice-President  
Alberta School Boards Association  
Suite, 1200, 9925 – 109 Street  
Edmonton, AB T5K 2J8

Dear Ms. Boymook,

On behalf of the Board of Trustees, I would like to extend congratulations on your successful election as the Alberta School Boards Association new Vice-President.

We wish you all the best in this new position and look forward to the opportunity to strengthen the partnership with your organization.

Yours truly,

A handwritten signature in black ink, appearing to read "Maddy Daniels", with a long horizontal flourish extending to the right.

Maddy Daniels  
Board Chair  
Northland School Division No. 61

/mm

cc: Board of Trustees



NORTHLAND SCHOOL DIVISION NO. 61

## ADMINISTRATION RECOMMENDATION TO THE BOARD

**TO:** THE BOARD OF TRUSTEES **DATE:** June 21, 2018

**SUBMITTED BY:** Gord Atkinson, Superintendent of Schools

**SUBJECT:** Superintendent Report

**ORIGINATOR:**

**REFERENCE(S) & ATTACHMENTS:** Superintendent Report  
Policy 12 Role of the Superintendent  
Board Work Plan (1.2)

**RECOMMENDATION:**

**THAT** the Board of Trustees accept as information the Superintendent Report as presented and attached.

\*\*\*\*\*

**BACKGROUND:**

Reports required as part of Policy 12, Role of the Superintendent and the Board Work Plan.

**RISK ANALYSIS:**



# Superintendent's Report

June 21, 2018

<b>NSD Games</b>	<b>May 25, 2018</b>
<p>Attended an excellent event with hundreds of NSD athletes. Students competed in track and field events, and everyone had the opportunity to participate in traditional games and cultural activities.</p>	
<b>Division Wide Science Fair Judging</b>	<b>May 30, 2018</b>
<p>The division wide science fair took place online. The purpose of using educational technology was to help our students overcome barriers to participation. This approach allowed students from all across Northland to participate in the science fair, and for Northland to celebrate our student's success on our social media platforms.</p>	
<b>Occupational Health &amp; Safety Committee Meeting</b>	<b>May 30, 2018</b>
<p>A committee meeting regarding incident reviews, the online training summary, preparation for the joint worksite health and safety committee, the OHS component of school startup in August, and information on Bill 30.</p>	
<b>Alberta Research Network Meeting</b>	<b>May 31, 2018</b>
<p>Building capacity for effective research partnerships. Sharing current research being conducted in Alberta and supporting knowledge mobilization. Leveraging data that the educational system produces for evidence-informed decision-making and improved student learning.</p>	
<b>Public School Boards' Association of Alberta Spring General Assembly</b>	<b>June 1 - 3, 2018</b>
<p>Attended sessions on governance and mentoring. The Director of First Nations, Métis, and Inuit Learner Success and the Board of Trustees Chair presented 'How NSD is overcoming barriers to be a leader in Indigenous education excellence'.</p>	
<b>Alberta School Boards' Association of Alberta Spring General Meeting</b>	<b>June 4 - 5, 2018</b>
<p>Attended presentations from the Minister of Education, the 3 R's of Indigenous Governance, and the Director of First Nations, Métis, and Inuit Learner Success along with the Board of Trustees Chair presented 'How NSD is overcoming barriers to be a leader in Indigenous education excellence'.</p>	

<b>Rural Education Symposium Planning Committee Meeting</b>	<b>June 5, 2018</b>
Met regarding the role of the Central Alberta Regional Consortium, the service agreement, financial report, sponsorship, student art displays, communications, evaluation results, and the program committee.	
<b>NSD Capital Requirements Teleconference with Alberta Education and Infrastructure</b>	<b>June 6, 2018</b>
Teleconference regarding the 'Capital Investment Strategy' into NSD. Edmonton Public has agreed to lead and provide support to the project. This will be a comprehensive inspection and analysis of Northland's school facilities and areas that are served will provide valuable information for the jurisdiction, stakeholders and government to identify any emergent capital needs that may exist, verify and/or refine the scope of listed project priorities, and enhance Northland's capital planning capacity	
<b>Athabasca Tribal Council Teleconference</b>	<b>June 6, 2018</b>
Teleconference with the CEO of Athabasca Tribal Council regarding remaining funds in the existing Building Collaboration and Capacity in Education grant program.	
<b>Attendance Update with Alberta Education</b>	<b>June 6, 2018</b>
Met regarding attendance related updates which included gaining support from the Alberta Education Office of Student Attendance and Completion, preparing for the meeting with the Office of the Auditor General, and reviewing the strategic and operational plan.	
<b>Conference Call with the Minister of Education</b>	<b>June 12, 2018</b>
Alberta Education recently reviewed compensation fairness in the education system and, as a result, introduced new guidelines for superintendent compensation. This conference call gave the opportunity to discuss these changes directly.	
<b>Elizabeth Métis Settlement Meeting</b>	<b>June 12, 2018</b>
Met regarding education related strategies for Elizabeth School.	
<b>Elizabeth School Council Meeting</b>	<b>June 12, 2018</b>
Met regarding education related topics for Elizabeth School with the Ward 11 Trustee and Area 3 Associate Superintendent.	
<b>JF Dion School Visit</b>	<b>June 13, 2018</b>
Met with staff and community members at the school.	
<b>Gift Lake Meetings with Community</b>	<b>June 14, 2018</b>
Met with community members regarding Gift Lake School concerns.	



<b>Teleconference with Auditor General's Office</b>	<b>June 14, 2018</b>
Phone meeting to help draft the agenda for the June 18, 2018 meeting between Alberta Education, NSD, and the Office of the Auditor General.	
<b>Chief Superintendents Teleconference</b>	<b>June 15, 2018</b>
Topics included the process used by the Ministry to assign school authorities into the respective levels, pension contributions by the employer, process for a Board to make application to offer a salary above the midpoint but below the maximum, interpretation of schedule 2, and topics requested by Superintendents.	
<b>Update Meeting with NSD, Alberta Education, and the Office of the Auditor General</b>	<b>June 18, 2018</b>
Meeting to review NSD's attendance strategic and operational plan, 'Every Day Counts'.	
<b>Scholarship Ad Hoc Committee</b>	<b>June 20, 2018</b>
Met with the Scholarship Ad Hoc Committee to shortlist the eligible scholarship and bursary applicants.	

#### Committed Dates

<b>Fishing Lake Métis Settlement Graduation Supper</b>	<b>June 22, 2018</b>
<b>KTCEA/NSD Meeting</b>	<b>June 25, 2018</b>
<b>Regional Education Program Review Final Report &amp; Recommendation Meeting</b>	<b>June 26, 2018</b>
<b>Dr. Mary Jackson School Visit</b>	<b>June 27, 2018</b>
<b>OH&amp;S Committee Meeting</b>	<b>June 28, 2018</b>
<b>Central Office PD - Education for Reconciliation</b>	<b>June 29, 2018</b>
<b>Canadian School Boards Association</b>	<b>July 3 - 6, 2018</b>

## DIVISION ATTENDANCE May 2018

	95% - 100%	90% - 94%	80% - 89%	70% - 79%	60% - 69%	50% - 59%	Below 50%	Total
<b>ECS</b>	84	41	57	43	27	12	20	284
<b>Gr. 1</b>	91	29	53	33	22	8	19	255
<b>Gr. 2</b>	74	35	34	27	18	8	13	209
<b>Gr. 3</b>	87	28	50	30	16	7	12	230
<b>Gr. 4</b>	93	30	32	24	17	7	16	219
<b>Gr. 5</b>	93	39	43	20	18	8	11	232
<b>Gr. 6</b>	79	26	41	17	9	11	20	203
<b>Gr. 7</b>	48	23	32	27	16	9	23	178
<b>Gr. 8</b>	51	22	29	20	12	11	28	173
<b>Gr. 9</b>	29	21	29	21	16	4	44	164
<b>Gr. 10</b>	42	11	14	10	10	4	31	122
<b>Gr. 11</b>	35	7	15	10	6	5	21	99
<b>Gr. 12</b>	21	5	8	18	5	6	26	89
<b>Student Totals</b>	<b>827</b>	<b>317</b>	<b>437</b>	<b>300</b>	<b>192</b>	<b>100</b>	<b>284</b>	<b>2457</b>

\*Does not include Outreach Schools

## May 2018 Division Attendance by School

	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%	Total
Anzac Community School	46 (55%)	12 (14%)	11 (13%)	6 (7%)	4 (5%)	2 (2%)	2 (2%)	83
ADCS	93 (40%)	23 (10%)	28 (12%)	21 (9%)	13 (6%)	12 (5%)	45 (19%)	235
Bill Woodward School	39 (35%)	12 (11%)	18 (16%)	20 (18%)	11 (10%)	4 (5%)	6 (5%)	110
Bishop Routhier School	34 (49%)	7 (10%)	11 (16%)	4 (6%)	4 (6%)	4 (6%)	6 (9%)	70
Calling Lake School	27 (25%)	14 (13%)	18 (17%)	20 (19%)	11 (10%)	2 (2%)	16 (15%)	108
Chipewyan Lake School	0 (0%)	5 (24%)	5 (24%)	0 (0%)	2 (10%)	4 (19%)	5 (24%)	21
Conklin Community School	13 (50%)	5 (19%)	2 (8%)	4 (15%)	0 (0%)	1 (4%)	1 (4%)	26
Dr. Mary Jackson School	5 (29%)	2 (12%)	5 (29%)	2 (12%)	0 (0%)	1 (6%)	2 (12%)	17
Elizabeth School	55 (44%)	13 (10%)	20 (16%)	20 (16%)	11 (9%)	2 (2%)	4 (3%)	125
Father R. Perin School	33 (41%)	13 (16%)	16 (20%)	8 (10%)	4 (5%)	2 (2%)	5 (6%)	81
Fort McKay School	33 (44%)	15 (20%)	13 (17%)	4 (5%)	3 (4%)	3 (4%)	4 (5%)	75
Gift Lake School	45 (29%)	22 (14%)	32 (20%)	19 (12%)	14 (9%)	10 (6%)	15 (10%)	157
Grouard Northland School	25 (33%)	9 (12%)	7 (9%)	18 (24%)	6 (8%)	5 (7%)	6 (8%)	76
Hillview School	4 (24%)	0 (0%)	6 (35%)	2 (12%)	5 (29%)	0 (0%)	0 (0%)	17
JF Dion School	30 (35%)	21 (24%)	16 (19%)	10 (12%)	6 (7%)	3 (3%)	0 (0%)	86
Kateri School	30 (33%)	12 (13%)	21 (23%)	10 (11%)	8 (9%)	1 (1%)	10 (11%)	92
Little Buffalo School	40 (22%)	14 (8%)	23 (12%)	20 (11%)	23 (12%)	8 (4%)	58 (28%)	186
Mistassiniy School	56 (20%)	27 (9%)	47 (16%)	36 (13%)	21 (7%)	17 (6%)	80 (28%)	284
Paddle Prairie School	52 (47%)	10 (9%)	25 (23%)	15 (14%)	5 (5%)	3 (3%)	1 (1%)	111
Peerless Lake School	36 (36%)	16 (16%)	27 (27%)	9 (9%)	7 (7%)	2 (2%)	4 (4%)	101
Pelican Mountain School	4 (25%)	7 (44%)	3 (19%)	1 (6%)	0 (0%)	0 (0%)	1 (6%)	16
St. Theresa School	105 (31%)	50 (15%)	77 (23%)	48 (14%)	32 (9%)	13 (4%)	13 (4%)	338
Susa Creek School	22 (52%)	8 (19%)	6 (14%)	3 (7%)	2 (5%)	1 (2%)	0 (0%)	42

	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%	Total
Career Pathways School	1 (2%)	1 (2%)	2 (4%)	2 (4%)	2 (4%)	2 (4%)	40 (80%)	50

\*Does not include Calling Lake Outreach

## May 2018 Division Attendance by Ward

Ward	School	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%	Total
Ward 1	Dr. Mary Jackson School	5	2	5	2	0	1	2	17
	Paddle Prairie School	52	10	25	15	5	3	1	111
Ward 2	Susa Creek School	22	8	6	3	2	1	0	42
Ward 3	Bishop Routhier School	34	7	11	4	4	4	6	70
	Gift Lake School	45	22	32	19	14	10	15	157
Ward 4	Grouard Northland School	25	9	7	18	6	5	6	76
	Hillview School	4	0	6	2	5	0	0	17
Ward 5	Kateri School	30	12	21	10	8	1	10	92
	Little Buffalo School	40	14	23	20	23	8	58	186
	Peerless Lake School	36	16	27	9	7	2	4	101
Ward 6	Career Pathways School	1	1	2	2	2	2	40	50
	Mistassiniy School	56	27	47	36	21	17	80	284
	Pelican Mountain School	4	7	3	1	0	0	1	16
Ward 7	Chipewyan Lake School	0	5	5	0	2	4	5	21
	St. Theresa School	105	50	77	48	32	13	13	338
Ward 8	Calling Lake School	27	14	18	20	11	2	16	108
Ward 9	ADCS	93	23	28	21	13	12	45	235
Ward 10	Anzac Community School	46	12	11	6	4	2	2	83
	Bill Woodward School	39	12	18	20	11	4	6	110
	Conklin Community School	13	5	2	4	0	1	1	26
	Father R. Perin School	33	13	16	8	4	2	5	81
	Fort McKay School	33	15	13	4	3	3	4	75
Ward 11	Elizabeth School	55	13	20	20	11	2	4	125
	JF Dion School	30	21	16	10	6	3	0	86
	<b>Totals</b>	<b>828</b>	<b>318</b>	<b>439</b>	<b>302</b>	<b>194</b>	<b>102</b>	<b>324</b>	<b>2507</b>

\*Does not include Calling Lake Outreach

## 2014/15 - 2017/18 Division Attendance

	95-100%	90-94 %	80-89%	70-79%	60-69%	50-59%	Below 50%	Total
September 2014	1347 (48%)	347 (12%)	470 (17%)	272 (10%)	149 (5%)	82 (3%)	146 (5%)	2807
September 2015	1445 (52%)	305 (11%)	450 (16%)	249 (9%)	127 (5%)	79 (3%)	116 (4%)	2771
September 2016	1169 (45%)	465 (18%)	468 (18%)	214 (8%)	113 (4%)	76 (3%)	85 (3%)	2590
September 2017	1016 (40%)	396 (16%)	568 (22%)	242 (10%)	117 (5%)	97 (4%)	93 (4%)	2529
October 2014	1168 (42%)	390 (14%)	496 (18%)	294 (10%)	170 (6%)	84 (3%)	204 (7%)	2806
October 2015	1229 (45%)	245 (9%)	516 (19%)	287 (10%)	152 (6%)	101 (4%)	228 (8%)	2758
October 2016	954 (37%)	416 (16%)	594 (23%)	259 (10%)	143 (6%)	84 (3%)	130 (5%)	2580
October 2017	1204 (48%)	260 (10%)	444 (18%)	255 (10%)	115 (5%)	71 (3%)	154 (6%)	2503
November 2014	793 (28%)	456 (16%)	579 (21%)	316 (11%)	235 (8%)	133 (5%)	271 (10%)	2783
November 2015	873 (32%)	399 (14%)	603 (22%)	303 (11%)	184 (7%)	121 (4%)	270 (10%)	2753
November 2016	955 (37%)	348 (14%)	522 (20%)	309 (12%)	173 (7%)	93 (4%)	172 (7%)	2572
November 2017	820 (33%)	168 (7%)	580 (23%)	380 (15%)	197 (8%)	116 (5%)	227 (9%)	2488
December 2014	596 (21%)	439 (16%)	531 (19%)	355 (13%)	290 (10%)	161 (6%)	426 (15%)	2798
December 2015	895 (32%)	396 (14%)	478 (17%)	362 (13%)	212 (8%)	129 (5%)	283 (10%)	2755
December 2016	653 (25%)	362 (14%)	464 (18%)	327 (13%)	265 (10%)	164 (6%)	337 (13%)	2572
December 2017	562 (23%)	485 (19%)	433 (17%)	287 (12%)	293 (12%)	126 (5%)	309 (12%)	2495
January 2015	902 (32%)	223 (8%)	529 (19%)	372 (13%)	249 (9%)	173 (6%)	338 (12%)	2798
January 2016	846 (31%)	402 (15%)	554 (20%)	305 (11%)	250 (9%)	128 (5%)	267 (10%)	2752
January 2017	672 (27%)	379 (15%)	528 (21%)	341 (14%)	214 (9%)	135 (5%)	231 (9%)	2500
January 2018	546 (22%)	253 (10%)	637 (26%)	381 (15%)	255 (10%)	145 (6%)	279 (11%)	2496
February 2015	793 (29%)	430 (16%)	536 (19%)	350 (13%)	239 (9%)	174 (6%)	240 (9%)	2762
February 2016	909 (34%)	393 (15%)	527 (20%)	295 (11%)	228 (9%)	114 (4%)	200 (8%)	2666
February 2017	645 (26%)	382 (15%)	530 (21%)	325 (13%)	217 (9%)	177 (7%)	231 (9%)	2507
February 2018	764 (31%)	252 (10%)	561 (23%)	316 (13%)	234 (9%)	147 (6%)	212 (9%)	2486
March 2015	873 (32%)	296 (11%)	569 (21%)	352 (13%)	225 (8%)	146 (5%)	296 (11%)	2557
March 2016	603 (23%)	424 (16%)	577 (22%)	395 (15%)	229 (9%)	178 (7%)	262 (10%)	2665
March 2017	667 (27%)	375 (15%)	455 (18%)	327 (13%)	208 (8%)	182 (7%)	287 (11%)	2501
March 2018	769 (31%)	285 (12%)	506 (21%)	316 (13%)	198 (8%)	137 (6%)	255 (10%)	2466
April 2015	688 (25%)	443 (16%)	598 (22%)	306 (11%)	225 (8%)	152 (6%)	317 (12%)	2729
April 2016	653 (24%)	417 (16%)	573 (21%)	384 (14%)	228 (9%)	176 (7%)	242 (9%)	2673
April 2017	603 (24%)	404 (16%)	507 (20%)	363 (15%)	209 (8%)	154 (6%)	260 (10%)	2500
April 2018	601 (24%)	495 (20%)	555 (22%)	192 (8%)	246 (10%)	142 (6%)	240 (10%)	2471
May 2015	880 (32%)	250 (9%)	542 (20%)	324 (12%)	226 (6%)	162 (6%)	364 (13%)	2748
May 2016	839 (36%)	200 (9%)	440 (19%)	294 (13%)	163 (7%)	103 (4%)	269 (12%)	2308
May 2017	894 (36%)	297 (12%)	470 (19%)	266 (11%)	173 (7%)	121 (5%)	273 (11%)	2494
May 2018	827 (34%)	317 (13%)	437 (18%)	300 (12%)	192 (8%)	100 (4%)	284 (12%)	2457
June 2015	658 (23%)	373 (13%)	571 (20%)	321 (11%)	241 (9%)	171 (6%)	492 (17%)	2817
June 2016	745 (32%)	156 (7%)	388 (17%)	331 (14%)	195 (8%)	148 (6%)	341 (15%)	2304
June 2017	712 (29%)	173 (7%)	507 (20%)	346 (14%)	259 (10%)	167 (7%)	326 (13%)	2490

\*Does not include Outreach

\*May 2016 and June 2016 do not include Anzac, Bill Woodward, Father R. Perin, or Fort McKay due to Fire Evacuation

Sent via email to Krystal Potts June 6, 2018

First and foremost, we thank Mr. Gord Atkinson and Lorraine Cardinal-Roy for meeting with us on June 5/18.

"Urban Rez Cultural Society" would appreciate the 3 local school trustees Silas Yellowknee, Loretta Gladue and Robin Guild, to be involved in the grand entry, also with the opening and closing ceremonies, for the "Renewing our Spirit" conference August 15-17, 2018. We would also appoint 2 of these school trustees as "Ambassadors" for the conference. We will also be appointing 2 ambassadors from Bigstone Cree Nation leadership and 2 from the MD #17 leadership. The purpose of the "Ambassador duty" is for support, promotional and acknowledgement.

Grand entry will be on August 15 starting from 7:00 pm, followed by opening speeches. It will be at the "Lakeview Sports Plex". The closing ceremonies will be on August 17 starting from 9:15pm, also at the "Lakeview Sports Plex"

The society appreciates and thanks the "Northland School Division" for the support and the on-going supportive dialog with Mr. Gord Atkinson and Lorraine Cardinal-Roy. We look forward to this conference. It will unite, heal and educate the people and communities.

We also require a representative from NSD to address the conference participants in the "opening and closing ceremonies". We will include their name and title in our conference schedule and pamphlets.

In partnership,

Gordon Gladue  
Chairman